



Town of Hilton Head Island  
**Planning Commission Meeting**  
Wednesday, December 16, 2020 – 3:00 p.m.  
**AGENDA**

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In accordance with the Town of Hilton Head Island Municipal Code Section 2-5-15, this meeting is being conducted virtually and can be viewed live on the Town's Public Meeting Facebook Page at <https://www.facebook.com/townofhiltonheadislandmeetings/>. Following the meeting, the video record will be made available on the Town's website at <https://www.hiltonheadislandsc.gov/>.

1. **Call to Order**
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 requirements of the Town of Hilton Head Island.
3. **Roll Call**
4. **Approval of Agenda**
5. **Approval of Minutes**
  - a. Special Meeting of October 14, 2020
  - b. Special Meeting of October 21, 2020
6. **Unfinished Business** – None
7. **Appearance by Citizens**
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. *Presented by Anne Cyran*
9. **Commission Business**
10. **Chairman's Report**
11. **Committee Reports**
12. **Staff Report**

### **13. Adjournment**

Public comments concerning agenda items can be submitted electronically via the Open Town Hall HHI portal at <https://hiltonheadislandsc.gov/opentownhall/>. The portal will close 2 hours before the meeting. All comments submitted through the portal will be provided to the Commission for review and made part of the official record. Citizens who wish to comment on agenda items during the meeting by phone must contact the Commission Secretary at 843-341-4684 no later than 12:00 p.m. the day of the meeting.

**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 Special Meeting**  
October 14, 2020 at 9:00 a.m. Virtual Meeting  
**MEETING MINUTES**

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

**Absent from the Commission:** None

**Present from Town Council:** Tamara Becker, Marc Grant, Glenn Stanford

**Present from Town Staff:** Shawn Colin, Director of Community Development; Anne Cyran, Senior Planner; Nicole Dixon, Development Review Administrator; Sheryse DuBose, Historic Neighborhoods Preservation Administrator; Cindaia Ervin, Finance Assistant; Teri Lewis, Deputy Director of Community Development; Missy Luick, Senior Planner; Tyler Newman, Senior Planner; Jennifer Ray, Deputy Director of Community Development; Teresa Haley, Senior Administrative Assistant

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**1. Call to Order**

Chairman Kristian called the meeting to order at 9:00 a.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. Swearing in Ceremony for New Commissioner John Campbell**

Shawn Colin, Director of Community Development, performed the swearing in ceremony for newly appointed Commissioner John Campbell.

**5. Approval of Agenda**

Staff requested to flip the order in which the Zoning Map Amendments, items 8c and 8d, are presented. Chairman Kristian asked for a motion to approve the agenda as amended. Commissioner McGowan moved to approve the agenda as amended. Commissioner Alfred seconded. By way of roll call, the motion passed with a vote of 9-0-0.

**6. Approval of Minutes**

a. Special Meeting of September 16, 2020

Chairman Kristian asked for a motion to approve the minutes of the September 16, 2020 special meeting. Commissioner Alfred moved to approve. Commissioner O'Neil seconded. By way of roll call, the motion passed with a vote of 9-0-0.

**7. Unfinished Business –** None

**8. New Business**

**a. Public Hearing**

**Dirt Road Paving LMO Amendments** – The Town of Hilton Head Island is proposing to amend Chapters 3 and 5 of the Land Management Ordinance (LMO) to add and revise the following sections:

Section 16-3-104, RM-4, RM-6, RM-8 and RM-12 zoning districts: add language that states that parcels along a right-of-way (ROW) acquired as part of the Town’s Dirt Road Paving Program shall be permitted to develop to the density potential that existed prior to the establishment of the ROW; Section 16-3-105, Marshfront (MF), Mitchelville (MV), Neighborhood Commercial (NC), Stoney (S), and the Waterfront Mixed Use (WMU) zoning district: add language that states that parcels along a right-of-way (ROW) acquired as part of the Town’s Dirt Road Paving Program shall be permitted to develop to the density potential that existed prior to the establishment of the ROW; Table 16-5-102.C: add language that the adjacent street setback will only be 5’ along any parcels abutting a Town ROW acquired as part of the Town’s Dirt Road Paving Program; Table 16-5-103.D: add language stating that an adjacent street buffer will not be required along any parcels abutting a Town ROW acquired as part of the Town’s Dirt Road Paving Program; 16-5-105.X [New Section] Exceptions for Streets in the Town’s Dirt Road Paving Program: add a new section to establish the exceptions that will apply to all rights-of-way created as part of the Town’s Dirt Road Paving Program; Table 16-5-105.D.1: adds language that allows the Town Engineer to accept a minimum ROW of 30’ for streets acquired under the Town’s Dirt Road Paving Program where physical and property constraints exist.

Ms. Lewis presented the item as described in the Commission’s Agenda Package. Staff recommends that the Planning Commission review the Dirt Road Paving Land Management Ordinance (LMO) Amendments and forward a recommendation of approval to Town Council.

The Commission made brief inquiries about the change to add language that the adjacent street setback will be a minimum of 5’ along any parcels abutting a Town right-of-way (ROW) acquired as part of the Town’s Dirt Road Paving Program; the amount of pavement that would be laid down as part of a one-way ROW and two-way ROW; the amount of space that would be available for utilities on either side of a one-way ROW and two-way ROW; provide language that ROW acquired as part of the Town’s Dirt Road Paving Program shall be permitted to develop to the density potential that existed prior to the established of the ROW.

Chairman Kristian opened the public hearing for public comments and none were received. With no public comments, Chairman Kristian closed the public hearing.

Commissioner Perry moved that the Planning Commission forward the Dirt Road Paving Land Management Ordinance (LMO) Amendments to Town Council with a recommendation of approval. Commissioner Scanlon seconded. By way of roll call, the motion passed with a vote of 9-0-0.

**b. Public Hearing**

**Historic Neighborhood Preservation Overlay (HNP-O) District LMO Amendments** – The Town of Hilton Head Island is proposing to amend Chapters 2, 3, 4, 5, 10, and Appendix D of the Land Management Ordinance (LMO) to add and revise the following sections:

Section 16-2-101: Add Family Compound and Family Subdivision to the Summary Table of Development Review Procedures for Development Approvals and Permits; Section 16-2-102.J.1.a: Add vested rights for approval or conditional approval of an application for Family

Compound and Family Subdivision; Section 16-2-103.U: Add applications for Family Compound and Family Subdivision to Appeal of the Official's Decision to Planning Commission; New Section 16-2-103.X: Create purpose, applicability, review procedure, review standards, effect of approval, expiration, and amendment sections for Family Compound; New Section 16-2-103.Y: Create purpose, applicability, review procedure, review standards, effect of approval, expiration, and amendment sections for Family Subdivision; Section 16-3-104.E: Increase maximum impervious cover and building height for parcels in the HNP-O District within the RM-4 District; New Section 16-3-104.F: Create RM-6 Moderate Density Residential District including purpose, allowable principal uses, and development form and parameters; Section 16-3-104.G: Increase maximum impervious cover for parcels in the HNP-O District within the RM-8 District; Section 16-3-104.H: Increase maximum impervious cover for parcels in the HNP-O District within the RM-12 District; Section 16-3-105.G: Increase the maximum density for residential properties along major arterials in MF District; Section 16-3-104.K: Increase maximum building height for HNP-O District within the NC District; New Section 16-3-106.N: Create Historic Neighborhoods Preservation Overlay (HNP-O) District, including applicability and purpose, delineation of the district, including maps; regulations, including setbacks, buffers, impervious cover, building height, access, and wetlands protection; allowable uses/activities; and applications; Table 16-4-102.A.6: Add RM-6 and its allowable uses to the Principal Use Table; Section 16-4-102.B.1.d: Add use-specific conditions for Workforce Housing in the RM-6 district; Section 16-4-102.B.7.I: Add use-specific conditions for Other Commercial Services in the RM-6 District; Section 16-4-102.B.10.a.ii: Add use-specific conditions for Boat Ramps, Docking Facilities, and Marinas in the RM-6 District; Section 16-10-102.B.1: Permit density to be rounded up for parcels within the HNP-O District; Section 16-10-105: Add general definitions for Family Compound and Family Subdivision; Appendix D: Create applications and submittal requirements in new sections D-26 Family Compound and D-27 Family Subdivision.

Dr. DuBose presented the item as described in the Commission's Agenda Package. Staff recommends that the Planning Commission review the Historic Neighborhoods Preservation Overlay (HNP-O) District Land Management Ordinance (LMO) Amendments and forward a recommendation of approval to Town Council.

Chairman Kristian opened the public hearing for public comments on this item 8b, 8c, and 8d. Six members of the public spoke in support of the proposed amendments. Eight members of the public spoke in opposition to the proposed amendments. With no further public comments, Chairman Kristian closed the public hearing.

The Commission made comments and inquiries regarding: support for the HNP-O District and preserving Gullah heritage; appreciation for the work of the Gullah Geechee Land & Cultural Preservation Task Force (Task Force) and Staff; the proposed amendments are a good start but need further refinement; this needs to be accompanied by other efforts such as some type of tax relief for native island property owners; rounding-up density units has been removed from the proposal; the proposal does not change environmental protection regulations in the LMO and would still apply to properties under this proposal; a greater buffer should apply to higher density subdivisions than currently proposed; the buffer and setback standards between uses; the process leading up to this proposal has taken approximately 3 years, has been open to the public, and involved a lot of community input; concern with how to balance property rights and avoid misuse of fewer regulations; provide literature on family compounds; whether this proposal will preserve family land or provide a fast-track to flip property resulting in lost heritage; the proposal would bring the native island

part of the community up to a level playing field; the proposed map needs to be truly reflective of this proposal and other proposals like workforce housing in the community; the number of acres that would be impacted by this proposal; transfer of development rights is not shown on the map; would like to see more details on the areas being affected; transfer of density from one piece of property to another is not included in this proposal; concern for unintended consequences with rushing the proposal; concerns about including previously developed subdivisions in the proposal; remove established subdivisions from the proposal; consider a buffer between an established subdivision next to properties in the HNP-O District; under this proposal roads in a family compound would require an all-weather drive surface; family subdivision would require a paved right-of-way for 6 or more lots; property owners should be allowed to maximize their land; it is the choice of the landowner as to whether or not they want to sell their land under these regulations.

The Commission generally agreed that the HNP-O Amendments should exclude major and minor legally platted and developed single family subdivisions. Staff said that legal review on this exclusion is needed and that a determination will be provided when the Amendments go to the Public Planning Committee.

Vice Chairman Stevens moved that the Planning Commission forward the Historic Neighborhoods Preservation Overlay (HNP-O) District Land Management Ordinance (LMO) Amendments to Town Council with a recommendation of approval, with the following revision:

- Include language in the HNP-O Amendments that provides an exception for major and minor legally platted and developed single family subdivisions.

Commissioner Theodore seconded. By way of roll call, the motion passed with a vote of 9-0-0.

At 11:45 a.m., Chairman Kristian asked for a motion to recess the meeting for 15 minutes. Commissioner McGowan moved to approve. Vice Chairman Stevens seconded. The motion passed unanimously. At 12:00 p.m., Chairman Kristian reconvened the meeting. Commissioner Perry moved to approve. Commissioner O'Neil seconded. The motion passed unanimously.

**c. Public Hearing**

**ZA-001783-2020** – Request from the Town of Hilton Head Island to amend the Official Zoning Map by applying the Historic Neighborhoods Preservation Overlay (HNP-O) District to identified parcels. The LMO amendments associated with the HNP-O District will allow the development of a historic overlay that includes flexibility to buffers, setbacks, and access; increase in height and impervious cover; and adds Family Compound and Family Subdivision as new applications. Affected parcels are identified as: Parcels 12, 14-16, 18, 20, 24-28, 2B, 2D-2F, 2H-2I, 30-32, 48, 50-52, 57-58, 11F, 11I, 124, 130, 134-135, 141-145, 148, 14A, 14C, 14F-14H, 14J, 150-152, 156-159, 15A-15C, 160-169, 16A-16B, 170-171, 19A-19E, 204-209, 20A, 20C-20D, 20G, 210-217, 21A, 247, 24A-24B, 24D-24E, 251-252, 254-257, 259, 25A, 264-269, 26A-26B, 270-275, 30A, 30C, 52A, and 58A on Beaufort County Tax Map 3, District 510; Parcels 1-51, 135-145, 148-152, 154-166, 168-184, 188-260, 262-302, and 310-312 on Beaufort County Tax Map 3A, District 510; Parcels 87-144, and 146-147 on Beaufort County Tax Map 3B, District 510; Parcels 6-7, 9-19, 6C, 6E-6K, 7A-7F, 14A-14C, 15A-15B, 17A, 18A-18D, 19A-19E, 19G-19K, 292, 302, 308-316, 330-333, 335, 353, 355, 357, 360-361, 363, 372, 292A, and 311A on Beaufort County Tax Map 4,

District 510; Parcels 1-10, 13-18, 18 (110-113, 120-127, 210-213, 220-227, 310-313, 320-327, 410-413, 420-427), 1A-1D, 21-23, 2A, 5A-5B, 6B-6C, 7A, 8A, 8A (A-B, 1101-1130, 1201-1230, 1301-1330, 2101-2120, 2201-2222, 2301-2322), 8B, 8B (C-D, 3101-3104, 3106, 3108-3138, 3202-3238, 3301-3338), 10A-10I, 13A, 16A-16M, 18A, 192-195, 197, 202-204, 208, 227, 22A, 232-239, 23B, 240-242, 248-249, 274, 282, 285, 294-299, 301-302, 307-308, 313-319, 321, 326-327, 329-334, 336-376, 378-412, 415-429, 431-434, 192A-192B, and 227A on Beaufort County Tax Map 5, District 510; Parcels 2-3, 3A-3I, 41-42, 47-66, 68-75, and 77-98 on Beaufort County Tax Map 6, District 510; Parcels 1, 4-19, 1C, 20, 22-24, 26-29, 31-36, 45, 4F, 5B, 71, 78, 79, 7A-7E, 80, 82-89, 8A, 90-92, 95-99, 9A, 100-102, 104, 113-118, 11A, 120-121, 123-129, 12A, 131, 136-137, 13A-13B, 141-143, 145, 147-149, 14A-14C, 150-151, 154, 156, 159, 15A, 160, 16A-16D, 16F-16G, 17A-17B, 185, 187-188, 18A, 191-194, 196-197, 200, 203-204, 20A, 219, 226, 228-229, 229 (1L-1M, 2L-2M, 3L-3M, 4L-4M, 5L-5M, 6L-6M, 7L-7M, 8L-8M, 9L-9M, 10L-10M, 11L-11M, 12L-12M, 13L-13M, 14L-14M, 15L-15M, 16L-16M, 17L-17M, 18L-18M, 19L-19M, 20L-20M), 22B-22C, 230-243, 246, 248-249, 24B-24C, 251-252, 25A-25B, 25E-25I, 25M-25Q, 265, 26A-26O, 26Q, 270-272, 274-284, 286-288, 28A-28C, 295-299, 29A, 300, 301-306, 31A-31E, 31G-31H, 32A-32F, 34B-34G, 34J-34K, 366-380, 383-388, 390, 392-393, 396-397, 399, 401-405, 411-412, 414-418, 420-425, 427-437, 440-446, 448-450, 454-456, 458-459, 45A, 463-468, 46B-46F, 46J, 470, 470 (1-90, 111-114, 121-124, 211-214, 221-224, 311-314, 321-324, 411-414, 421-424, 511-514, 521-524), 472-475, 477-510, 514-521, 523-578, 591-807, 810-812, 818-829, 82B, 830-869, 86A (0004), 86B, 86D-86H, 870-879, 87A, 880-889, 88A, 88C-88I, 890-909, 90A-90C, 910-925, 929, 92A, 930-931, 935-939, 93A, 940-978, 980-989, 98A-98D, 990-1009, 100B-100C, 1010-1015, 1017, 1019, 101A, 1020-1041, 1053-1054, 1060, 1064, 1071, 1076-1156, 1158, 1161-1163, 1170-1173, 120A, 125A-125C, 125E, 132A, 132A (1A-1K, 2A-2K, 3A-3K, 4A-4K, 5C-5K, 6C-6K, 7C-7K, 8C-8K, 9C-9K, 10C-10K, 11C-11K, 12C-12K, 13C-13K, 14C-14K, 15C-15K, 16C-16K, 17D, 17F-17I, 17K, 18D, 18F-18I, 18K, 19D, 19F-19I, 19K, 20D, 20F-20I, 20K, 21G-21I, 22G-22I, 23G-23I, 24G-24I, 25G, 25I, 26G, 26I, 27G, 27I, 28G, 28I, 29I, 30I, 31I, 32I, 33I, 34I, 35I, 36I), 132C-132D, 136A, 143A-143B, 147B, 149A-149F, 150A, 151A-151B, 192G-192H, and 200A, on Beaufort County Tax Map 7, District 510; Parcels: 1-8 on Beaufort County Tax Map 7D, District 510; Parcels: 8-9, 13-18, 20, 27-32, 8B-8D, 8G-8K, 8N, 8P, 8R-8T, 90, 97, 9A, 13A-13K, 14A-14G, 153, 15A, 205-213, 22G, 22J-22M, 22P-22V, 241, 259, 279, 27A-27E, 28A-28B, 28D, 28G-28H, 29B-29N, 29P-29S, 30A-30C, 30E-30I, 31A-31G, 341-342, 358, 361, 379-387, 391-395, 406, 418-419, 426, 460-461, 488, 496, 498-499, 501-503, 505, 509-513, 518, 575-577, 591, 596-599, 601, 607, 609-610, 619, 624-625, 631, 635, 639, 643, 645, 650-667, 669-674, 688, 707 and 737-748 on Beaufort County Tax Map 8, District 510; Parcels: 1A (0002), 76-101, 120-136, 138-143, 146-157, 208, 274, and 276 on Beaufort County Tax Map 8A, District 510; 7-8, 44, 7A-7D, 8A-8K, 11A-11B, 11D-11E, 264, 538, 538 (A1-A4, B1-B4, 101-142, 144, 201-242, 244, 301-342, 344, 401-442, 444), 773, 896-897, 897 (100A-150A, 200A-250A, 300A-350A), 1012, 1023-1024, 1031-1032, 1072--1073, 1075, 1086-1088, 1095-1097, 1102-1103, 1200-1201, and 538A on Beaufort County Tax Map 9, District 510; Parcels 3-9, 26-36, 39, 3A-3F, 40, 4A-4G, 5B-5E, 5G-5H, 6A-6C, 7A-7F, 265-266, 269, 26A-26D, 271, 275-276, 27D-27E, 283, 289, 28A-28B, 290, 296-297, 29A, 303, 306, 308, 30A-30E, 310-312, 31A, 32A-32B, 32D-32G, 33A-33K, 34B-34C, 352, 355, 359-360, 36B-36G, 402-404, 40A-40K, 425-428, 430-450, 456-457, 531-534, 586, 630, 635-636, 638-639, 641-647, 653, and 713-725 on Beaufort County Tax Map 10, District 510; Parcels 3-7, 21-22, 2B-2C, 3B-3E, 44, 57-59, 5A, 60-73, 76, 7B-7D, 7F-7G, 7J, 80-82, 127-

131, 139, 141, 152, 160, 164, 167-169, 171, 173, 176, 177, 177 (2101-2105, 2201-2205, 2301-2305, 2401-2405, 2501-2503), 180-181, 183, 209, 22A-22D, 22F-22G, 323-324, 333-364, 373-378, 388-389, 393, 395-397, 78A, 80A, 82A, and 129A-129B on Beaufort County Tax Map 11, District 510; Parcels 2-3, 7-8, 10, 25, 25 (1-6, 1101-1126, 1201-1226, 1301-1326, 1401-1426, 2101-2127, 2201-2227, 2301-2327, 2401-2427), 27-29, 2D, 30-37, 39-42, 57, 59-62, 75, 8A, 10A-10G, 10N, 10Q-10R, 11B, 13B, 25B, 25B (3101-3127, 3201-3227, 3301-3327, 3401-3427, 4101-4137, 4201-4237, 4301-4337, 4401-4437), 26C, 350, 363, 366, 377-388, 390-409, 411-412, 454-469, 541-566, and 571 on Beaufort Tax Map 12, District 510; Parcels 1, 2, 2 (6111-6118, 6121-6128, 6131-6138, 6142-6147, 6211-6216, 6221-6226, 6231-6236, 6241-6246, 6252-6255, 6311-6316, 6321-6326, 6331-6336, 6341-6346, 6352-6355), 5-10, 1A-1B, 49, 68-69, 6A-6B, 7A, 8A, 11G-11H, 11J-11M, 136-139, 146-147, 149, 14D-14E, 14I, 222-246, 248-250, and 258 on Beaufort County Tax Map 3, District 511; Parcels 3, 2B, 2D-2E, 38, 3A-3D, 40-44, 46, 47, 49, 4B-4D, 4G, 50-51, 53-56, 58, 5A, 60-66, 68-69, 6A, 70, 72-75, 138, 146, 152, 161, 189, 190, 245, 247, 289-293, 377, 37A, 37B, 381, 389, 38A, 38C, 38C (1-22), 391, 394-395, 40A-40B, 426, 42A, 44A-44B, 453, 462, 46A, 46G-46I, 47A, 50A-50B, 55A, 60A-60C, 61A-61C, 62A, 62C, 63B, 63D, 66A-66G, 68A-68C, 68G-68I, 72A-72D, 73A, 74A-74F, 75A-75C, 75E-75F, 808-809, 933, 1042, 1044, 1046, 1048, 1052, 1055-1059, 1062-1063, 1065-1067, 1072-1074, 1159-1160, 189A-189F, 190A-190C, and 192A-192F on Beaufort County Tax Map 7, District 511; Parcels 10-12, 23-25, 8E, 107, 10A, 118-119, 11A, 11D, 11H, 122, 122 (5511-5516, 5521-5526, 5531-5536, 5541-5546, 5551-5556), 12A, 151, 151 (5611-5617, 5621-5627, 5631-5637, 5641-5647, 5651-5657), 159, 204, 20C, 216-218, 218 (1-2, 5111-5117, 5121-5127, 5131-5137, 5141-5147, 5151-5157, 5221-5222, 5231-5234, 5241-5244), 219, 229, 22B, 22E-22F, 23A, 23A (1), 23C-23G, 24A-24B, 24D-24G, 24I-24J, 24L, 24P, 25A, 347, 349, 355, 372, 410, 504, 516, 516 (1), 517, 606, 606 (5411-5418, 5421-5428, 5431-5438, 5441-5448, 5451-5458), 616, 616 (5311-5319, 5321-5329, 5331-5339, 5341-5349, 5351-5359), 621, 627, 629, 637, 646-649, and 688 on Beaufort County Tax Map 8, District 511; Parcels 104, 106, 108, 119, and 137 on Beaufort County Tax Map 8A, District 511; Parcels 1121-1137, and 1192 on Beaufort County Tax Map 9, District 511; Parcels 4-5, 1B-1C, 1F, 1H, 24, 26, 2A, 2C, 43-49, 4B-4C, 50-56, 63-73, 25A, 26A, 335-339, 371-372, 497-538, and 567 on Beaufort County Tax Map 12, District 511.

Ms. Luick presented the item as described in the Commission's Agenda Package. Staff recommends that the Planning Commission find this application to be consistent with the Town's Comprehensive Plan and does serve to carry out the purposes of the LMO, based on those Findings of Facts and Conclusions of Law as determined by the LMO Official and enclosed herein. Staff recommends that the Planning Commission recommend approval of this application to Town Council.

The Commission asked what the previous recommendation to exclude major and minor legally platted and developed single family subdivisions from the HNP-O Amendments does to the rezoning applications. Staff indicated that if approved, the text amendment should cover the Commission's recommended exclusions.

Chairman Kristian opened the public hearing for public comments. See public comments as noted above. With no further public comments, Chairman Kristian closed the public hearing.



Commissioner Scanlon moved that the Planning Commission find this application to be consistent with the Town's Comprehensive Plan and does serve to carry out the purposes of the LMO, based on those Findings of Facts and Conclusions of Law as determined by the LMO Official and enclosed herein. Furthermore, the Planning Commission recommends approval of this application to Town Council. Vice Chairman Stevens seconded. By way of roll call, the motion passed with a vote of 9-0-0.

**d. Public Hearing**

**ZA-001782-2020** – Request from the Town of Hilton Head Island to amend the Official Zoning Map for RM-4 properties within the proposed Historic Neighborhoods Preservation Overlay (HNP-O) District to be rezoned to RM-6. Affected parcels are identified as: Parcels 12, 14-16, 18, 20, 24-26, 28, 2B, 2D-2F, 2H-2I, 30-31, 48, 52, 57-58, 11F, 11I, 124, 134-135, 142-145, 148, 14A, 14C, 14F-14H, 14J, 150-152, 156-159, 15A-15C, 160-169, 16A-16B, 170-171, 19A, 19C-19E, 204-209, 20A, 20C-20D, 20G, 210-217, 21A, 247, 24A-24B, 24D-24E, 251-252, 254-257, 259, 25A, 264-269, 26A, 26B, 270-275, 30A, 30C, 52A, and 58A on Beaufort County Tax Map 3, District 510; Parcels 1-51, 135-145, 148-152, 154-166, 168-184, 188-260, 262-302, and 310-312 on Beaufort County Tax Map 3A, District 510; Parcels 6, 17-19, 6C, 6E-6K, 7A-7F, 17A, 18A-18D, 19A-19E, 19G-19K, 292, 308-316, 330-333, 335, 353, 355, 357, 360-361, 292A, and 311A on Beaufort County Tax Map 4, District 510; Parcels 6-10, 13-16, 21-23, 6C, 7A, 10C, 10E, 10G, 13A, 16A-16M, 18A, 192-195, 197, 202-204, 227, 22A, 232-239, 23B, 240-241, 285, 294-299, 302, 313-319, 326-327, 336-375, 407-412, 415-429, and 227A on Beaufort County Tax Map 5, District 510; Parcels 2-3, 37, 3A-3I, 41-42, and 47-98 on Beaufort County Tax Map 6, District 510; Parcels 4-5, 7-19, 1C, 20, 22, 24, 27, 31-36, 45, 4F, 5B, 78-79, 7A-7E, 82-89, 8A, 90-92, 95-98, 9A, 104, 113-117, 11A, 125-129, 12A, 131, 137, 13A-13B, 141-142, 145, 147-148, 14A-14C, 151, 156, 159, 15A, 160, 16A-16D, 16F-16G, 17A-17B, 185, 18A, 191, 193, 20A, 229, 229 (1L-1M, 2L-2M, 3L-3M, 4L-4M, 5L-5M, 6L-6M, 7L-7M, 8L-8M, 9L-9M, 10L-10M, 11L-11M, 12L-12M, 13L-13M, 14L-14M, 15L-15M, 16L-16M, 17L-17M, 18L-18M, 19L-19M, 20L-20M), 22B-22C, 246, 248, 24B-24C, 251, 25A-25B, 25E-25I, 25M-25Q, 26A, 26C-26O, 270-271, 274-284, 286-288, 295-299, 301-306, 31A-31E, 31G-31H, 32A-32F, 34B-34G, 34J-34K, 366-376, 378, 380, 383, 386-388, 390, 393, 399, 401-405, 411-412, 414-418, 420-425, 427-437, 440-444, 446, 448-450, 454, 45A, 463-468, 46B-46F, 46J, 470, 470 (1-90, 111-114, 121-124, 211-214, 221-224, 311-314, 321-324, 411-414, 421-424, 511-514, 521-524), 473-510, 514-521, 523-528, 578, 591-673, 758-774, 810-812, 819-829, 82B, 830-842, 845-869, 86B, 86D-86H, 870-879, 87A, 880-889, 88A, 88C-88I, 890-909, 90A-90C, 910-925, 929, 92A, 930-931, 935-939, 93A, 940-978, 980-989, 98A-98D, 990-1016, 1017, 1019-1040, 1053, 1060, 1071, 1076, 1078-1082, 1099-1121, 1124-1156, 1161-1163, 1170-1173, 125A-125C, 125E, 132A, 132A (1A-1K, 2A-2K, 3A-3K, 4A-4K, 5C-5K, 6C-6K, 7C-7K, 8C-8K, 9C-9K, 10C-10K, 11C-11K, 12C-12K, 13C-13K, 14C-14K, 15C-15K, 16C-16K, 17D, 17F-17I, 17K, 18D, 18F-18I, 18K, 19D, 19F-19I, 19K, 20D, 20F-20I, 20K, 21G-21I, 22G-22I, 23G-23I, 24G-24I, 25G, 25I, 26G, 26I, 27G, 27I, 28G, 28I, 29I, 30I, 31I, 32I, 33I, 34I, 35I, 36I), 132C-132D, 147B, 149F, 150A, and 151A-151B on Beaufort County Tax Map 7, District 510; Parcels 8-9, 27-32, 8G-8K, 8N, 8P, 8R-8T, 97, 9A, 259, 27A-27E, 28A-28B, 28D, 28G-28H, 29B-29N, 29P-29S, 30A-30C, 30E-30I, 31A-31G, 341-342, 379-387, 391-395, 418-419, 426, 488, 496, 509-512, 577, 598-599, 601, 607, 610, 631, 639, 643, 650-667, 688, 707, and 737-748 on Beaufort County Tax Map 8, District 510; Parcels 76-100 on Beaufort County Tax Map 8A, District 510; Parcels 8, 8A-8K, 773, 1023-1024, and 1031-1032 on Beaufort County Tax Map 9, District 510; Parcels 3-9, 26-30, 33-35, 3A-3F, 40, 4A-4G, 5B-

5E, 5G-5H, 6A-6C, 7A-7D, 7F, 265-266, 26A-26D, 271, 275, 27D-27E, 283, 289, 28A-28B, 290, 296-297, 29A, 303, 306, 311-312, 32D-32E, 33A-33K, 34B-34C, 352, 359-360, 402-404, 40A-40G, 425-427, 430-450, 456-457, 531-534, 586, 630, 635-636, 641-647, 653, and 713-724 on Beaufort County Tax Map 10, District 510; Parcels 7, 21-22, 2B-2C, 44, 57-73, 76, 7B-7D, 7G, 7J, 80-81, 127-131, 139, 141, 152, 160, 164, 167-169, 171, 173, 181, 22A-22D, 22F-22G, 333-364, 373-378, 388, 395-397, 78A, 80A, and 129A-129B on Beaufort County Tax Map 11, District 510; Parcels 9, 147, 149, 14I on Beaufort County Tax Map 3, District 511; Parcels 3, 3A, 3C-3D, 44, 46, 56, 58, 62, 138, 289, 290, 426, 44A-44B, 46G-46I, 50B, 61A-61C, 62A, 1052, 1058, 1067, and 1159-1160 on Beaufort County Tax Map 7, District 511; and Parcels 10, 12, 8E, 10A, 11D, 12A, 410 and 688 on Beaufort County Tax 8, District 511.

Mr. Newman presented the item as described in the Commission's Agenda Package. Staff recommends that the Planning Commission find this application to be consistent with the Town's Comprehensive Plan and does serve to carry out the purposes of the LMO, based on those Findings of Facts and Conclusions of Law as determined by the LMO Official and enclosed in the Staff Report. Staff recommends that the Planning Commission recommend approval of this application to Town Council.

The Commission inquired about a previous concern expressed during the review of the HNP-O Amendments regarding setbacks and buffers between uses.

Chairman Kristian opened the public hearing for public comments. See public comments as noted above. With no further public comments, Chairman Kristian closed the public hearing.

Commissioner O'Neil moved that the Planning Commission find this application to be consistent with the Town's Comprehensive Plan and does serve to carry out the purposes of the LMO, based on those Findings of Facts and Conclusions of Law as determined by the LMO Official and enclosed in the Staff Report. Furthermore, the Planning Commission recommends approval of this application to Town Council. Commissioner Perry seconded. By way of roll call, the motion passed with a vote of 9-0-0.

## **9. Citizen Comments**

There were no requests from citizens to speak on general Commission business.

## **10. Commission Business**

### **a. Review and Adoption of 2021 Meeting Schedule**

Commissioner McGowan moved to approve the 2021 Meeting Schedule as submitted. Commissioner Alfred seconded. By way of roll call, the motion passed with a vote of 9-0-0.

## **11. Chairman's Report**

Chairman Kristian welcomed Commissioner Campbell and noted that he has been added as a member to the LMO Committee.

## **12. Committee Reports – None**

## **13. Staff Report**

a. Quarterly Report – The report was provided in the Commission’s agenda package.

Ms. Cyran reported the October 21, 2pm Special Meeting has been scheduled to review Town Council’s changes related to Workforce Housing LMO Amendments. The November 4, 2020 Regular Meeting has been canceled. The next Regular Meeting will be November 18.

**14. Adjournment**

The meeting was adjourned at 12:58 p.m.

**Submitted by:** Teresa Haley, Secretary

**Approved:** [DATE]

DRAFT



Town of Hilton Head Island  
**Planning Commission Special Meeting**  
October 21, 2020 at 2:00 p.m. Virtual Meeting  
**MEETING MINUTES**

**Present from the Commission:** Chairman Peter Kristian, Mark O'Neil, Alan Perry, Todd Theodore, Stephen Alfred, John Campbell

**Absent from the Commission:** Leslie McGowan (excused), Michael Scanlon (excused), Vice Chairman Lavon Stevens (excused)

**Present from Town Council:** Tamara Becker, David Ames

**Present from Town Staff:** Shawn Colin, Director of Community Development; Anne Cyran, Senior Planner; Teri Lewis, Deputy Director of Community Development; Jayme Lopko, Senior Planner; Jennifer Ray, Deputy Director of Community Development; Teresa Haley, Senior Administrative Assistant

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**1. Call to Order**

Chairman Kristian called the meeting to order at 2:00 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 Alfred moved to approve the agenda. Commissioner O'Neil seconded. By way of roll call, the motion passed with a vote of 6-0-0.

**5. Unfinished Business**

**a. Review of Town Council's changes related to Workforce Housing LMO Amendments**

Ms. Jayme Lopko presented the item. Staff recommends the Planning Commission review the proposed Workforce Housing (WFH) Land Management Ordinance (LMO) amendments and forward a recommendation to Town Council.

Public comment received through the Open Town Hall portal were provided to the Commission and made part of the record. There were no citizens that signed up to speak during the meeting.

The Commission made comments in support of allowing Workforce Housing through Commercial Conversion, and bonus density in the Opportunity Zone and Palmetto Bay Road areas. The Commission generally agreed that bonus density incentives should not be given in the Pope Avenue area because it is too dense already. One Commissioner supported bonus density in the Pope Avenue area because the idea is to provide housing in areas where there is employment, opportunity exists for employees to walk to work, and

some parts in the area are underutilized. Following the discussion, Chairman Kristian asked for a motion.

Commissioner O'Neil moved that the Planning Commission recommend that Town Council adopt the amendments related to Commercial Conversion, and consider allowing bonus density in the Opportunity Zone and Palmetto Bay Road areas. Commissioner Perry seconded. By way of roll call, the motion passed with a vote of 6-0-0.

**6. New Business – None**

**7. Commission Business – None**

**8. Chairman's Report – None**

**9. Committee Reports – None**

**10. Staff Report – None**

**11. Adjournment**

The meeting was adjourned at 2:17 p.m.

**Submitted by:** Teresa Haley, 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 PUBLIC PROJECT REVIEW

Case #	Project Name	Public Hearing Date
PPR-002020-2020	Summit Drive Realignment & Improvements	December 16, 2020

Project Location	Applicant
Summit Drive right-of-way Parcel R510 008 000 0160 0000 Parcel R510 009 000 1034 0000 Parcel R510 008 000 0085 0000	Jeff Buckalew, Town Engineer Town of Hilton Head Island 1 Town Center Court Hilton Head Island, SC 29928

Application Summary
Application for a Public Project Review (PPR) from the Town of Hilton Head Island to realign and improve Summit Drive.

Staff Recommendation
Staff recommends the Planning Commission find this application to be <b><u>consistent with the Town's Comprehensive Plan</u></b> for location, character, and extent based on those Findings of Fact and Conclusions of Law as determined by the LMO Official and enclosed herein.

Background
<p>In September 2020, Beaufort County announced a number of changes to how the Convenience Centers will operate. One such change is that a decal proving County residency will be required to enter the Convenience Centers.</p> <p>The driveway to enter the Island's Convenience Center is only about 50 feet long. See Attachment B, Existing Conditions. Vehicles waiting to enter the Convenience Center during busy times already back up onto Summit Drive, delaying drivers whose destinations are further down the road. The new decal requirement will likely cause longer lines and further delays. The Convenience Center also lacks an area for vehicles without decals to turn around without entering the Convenience Center.</p> <p>The Town is working with Beaufort County to realign and improve Summit Drive to resolve these issues. If it is approved, staff anticipates the project will begin in January 2021 and be complete in March 2021. Beaufort County will begin checking for decals at the Convenience Center after the proposed improvements are complete.</p>

Description of Project
The project will convert the segment of Summit Drive between Gateway Circle and the Convenience

Center into a one-way driveway to access the Convenience Center. See Attachment C, Proposed Changes. The decal check location will be at the entrance to the Convenience Center. Vehicles without decals will be directed to the end of the one-way driveway, where they can turn left or right onto Summit Drive.

The existing Summit Drive roadway will be extended to the south to connect with Gateway Circle at a new roundabout. The roundabout will provide access between Gateway Circle and Summit Drive and to the airport's general aviation parking lots. The roundabout and the median in Summit Drive (in solid green) will be located to preserve trees.

### **Location, Character, and Extent**

Per Land Management Ordinance Section 16-2-103.Q.4, Public Project Review Standards, in determining whether or not a proposed public project is compatible with the Comprehensive Plan, the Planning Commission shall consider whether the location, character, and extent of the proposed development is consistent with, or conflicts with, the plan's goals and implementation strategies.

### **Summary of Facts and Conclusions of Law**

#### **Findings of Fact:**

1. LMO Appendix D-24, Application Deadlines, requires applications before the Planning Commission to be submitted to the LMO Official 30 calendar days prior to the meeting. The applicant submitted the application for this project on October 6, 2020.
2. LMO Section 16-2-102.E.1, Hearing Scheduling, states that when an application is subject to a hearing, the LMO Official shall ensure that the hearing on the application is scheduled for a regularly scheduled meeting of the body conducting the hearing or a meeting specialty called for that purpose by such body. The LMO Official scheduled the public hearing on the application for the December 16, 2020 Planning Commission meeting, which is a regularly scheduled meeting of the Commission.
3. LMO Section 16-2-102.E.2, Hearing Notice, requires the LMO Official to publish a notice of the public hearing in a newspaper of general circulation in the Town no less than 15 calendar days before the hearing date. Notice of the December 16, 2020 public hearing was published in the Island Packet on November 29, 2020, which is 17 calendar days before the hearing date.
4. LMO Section 16-2-102.E.2, Hearing Notice, requires the applicant to mail a notice of the public hearing by first-class mail to the owner(s) of the land directly contiguous to the proposed project no less than 15 calendar days before the hearing date. The applicant mailed notices of the December 16, 2020 public hearing by first-class mail to such owner(s) of the land on November 24, 2020, which is 16 calendar days before the hearing date.

#### **Conclusions of Law:**

1. The application was submitted 71 calendar days prior to the meeting date, in compliance with LMO Appendix D-24.
2. The LMO Official scheduled the public hearing on the application for the December 16, 2020 Planning Commission meeting, in compliance with LMO Section 16-2-102.E.1.
3. Notice of the public hearing was published 17 calendar days before the meeting date, in compliance with LMO Section 16-2-102.E.2.
4. The applicant mailed notices of the public hearing to owner(s) of land directly contiguous to the proposed project 22 calendar days before the hearing date, in compliance with LMO Section 16-2-102.E.2.

## Summary of Facts and Conclusions of Law

### **Findings of Fact:**

The adopted Comprehensive Plan addresses the location, character, and extent of this project in the Excellence, Regional, and Infrastructure Core Values.

### Excellence Core Value

#### Strategies & Tactics

- 1.6.1: Set an example for the community by developing and maintaining Town projects and properties in a manner that preserves and enhances Island character.

### Regional Core Value

#### Goals

- 1: To enable innovation and excellence in regional planning and coordination for the Town of Hilton Head Island as a built-in part of the everyday process.

### Infrastructure Core Value

#### Strategies & Tactics

- 1.4: Maintain all public roads on the Island under the Town's jurisdiction to ensure safety and improve access for all users.

### **Conclusions of Law:**

The Comprehensive Plan supports the **location** of the proposed project.

- The proposed project will relocate a portion of the Summit Drive roadway to improve traffic flow and access, in compliance with Strategy 1.4 in the Infrastructure Core Value.

The Comprehensive Plan supports the **character** of the proposed project.

- The proposed project will preserve trees in the roundabout and median, in compliance with Tactic 1.6.1 in the Excellence Core Value.
- The proposed project will be a collaboration between the Town of Hilton Head Island and Beaufort County, in compliance with Goal 1 of the Regional Core Value.

The Comprehensive Plan supports the **extent** of the proposed project.

- The proposed project will build a new roundabout to connect Gateway Circle to Summit Drive to improve traffic safety and access, in compliance with Strategy 1.4 in the Infrastructure Core Value.

## LMO Official Determination

The LMO Official determines this application is **compatible with the Comprehensive Plan** for the location, character, and extent as based on the above Findings of Fact and Conclusions of Law.

## Planning Commission Determination and Motion

Per LMO Section 16-2-103.Q.4, Public Project Review Standards, the Planning Commission's role is to determine whether the application is compatible or is not compatible with the Comprehensive Plan for



location, character, and extent.

**PREPARED BY:**

AC

\_\_\_\_\_  
Anne Cyran, AICP  
*Senior Planner & PC Coordinator*

December 3, 2020

\_\_\_\_\_  
DATE

**REVIEWED BY:**

TL

\_\_\_\_\_  
Teri B. Lewis, AICP  
*Deputy Community Development Director*

December 4, 2020

\_\_\_\_\_  
DATE

**ATTACHMENTS:**

- A) Vicinity Map
- B) Existing Conditions
- C) Proposed Changes



General Aviation  
Facilities  
& Parking

Area of  
Proposed  
Improvements

County  
Convenience  
Center

Town  
Facilities  
Management

SUMMIT DRIVE

DILLON ROAD

GATEWAY CIRCLE

UNION CEMETERY ROAD



The information on this map has been compiled from a variety of sources and is intended to be used only as a guide. It is provided without any warranty or representation as to the accuracy or completeness of the data shown. The Town of Hilton Head Island assumes no liability for the accuracy or state of completion or for any losses arising from the use of the map.

Airport Property

PPR-002020-2020  
Staff Report  
Attachment B - Existing Conditions

Hilton Head  
Convenience  
Center

Existing  
Entrance

Town Property

Summit Dr.

Gateway Circle

Dillon Rd.



TOWN OF HILTON HEAD ISLAND  
ONE TOWN CENTER COURT  
HILTON HEAD ISLAND, S.C. 29928  
PHONE (843) 341-4600

**Town of Hilton Head Island**  
PPR-2020-2020 Summit Drive Realignment - Existing Conditions  
November, 2020



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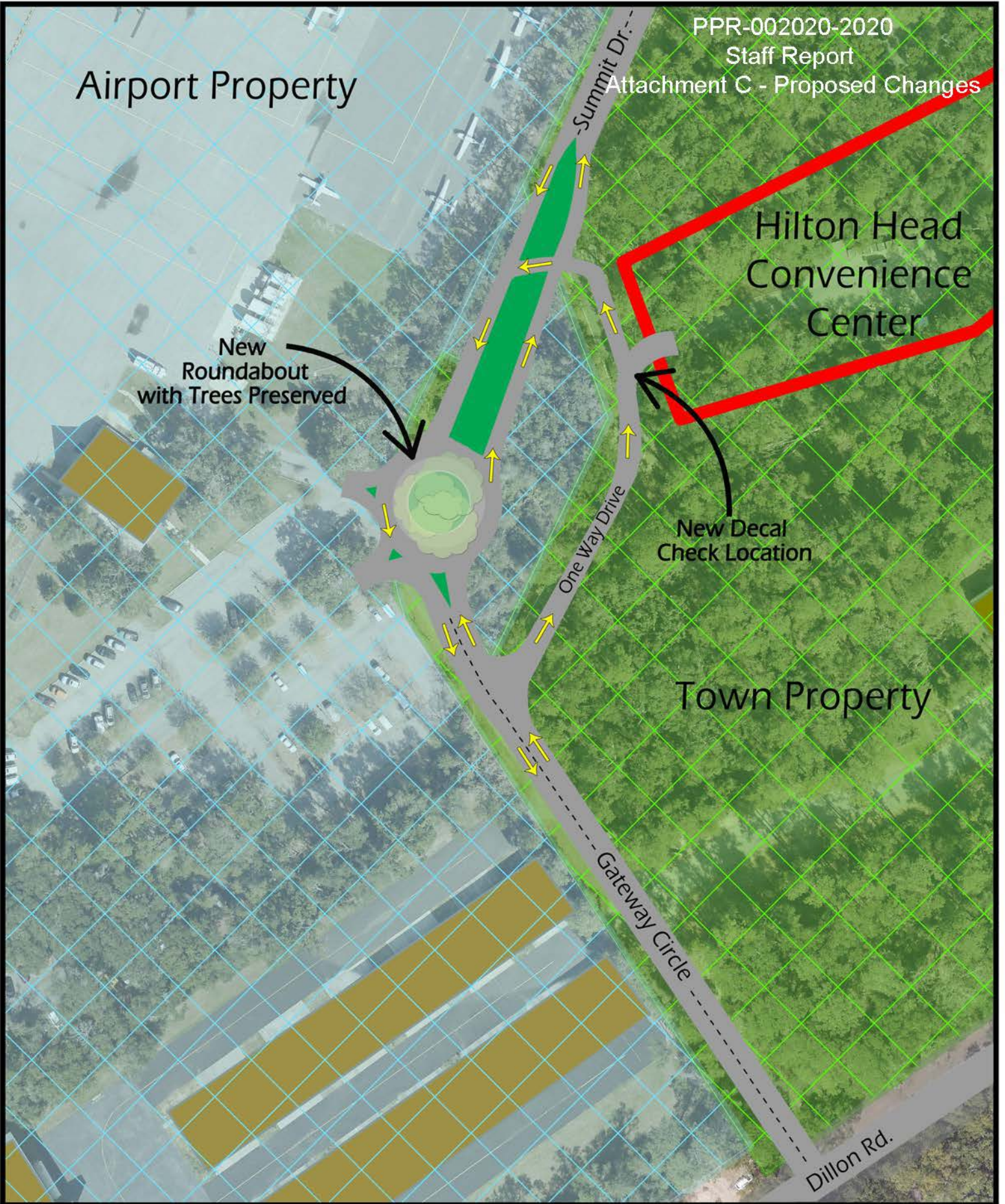
Airport Property

Hilton Head  
Convenience  
Center

New  
Roundabout  
with  
Trees  
Preserved

New Decal  
Check  
Location

Town Property



TOWN OF HILTON HEAD ISLAND  
ONE TOWN CENTER COURT  
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**Town of Hilton Head Island**  
PPR-2020-2020 Summit Drive Realignment - Proposed Changes  
November, 2020



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