



Town of Hilton Head Island
Planning Commission Meeting
Wednesday, November 17, 2021, 3:00 p.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 November 3, 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 2:00 p.m. the day of the meeting. Citizens may also submit written comments via the [Town's Open Town Hall Portal](#). The portal will close at 2:00 p.m. the day of the meeting. 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-001099-2021** – Request from Fire Rescue, on behalf of David Karlyk, to name seven streets in the Bayley's Point development: Sweetspire Lane; Inland Oaks Drive; Heartleaf Road; Carolus Lane; Needle Palm Court; Lone Cypress Trail; and Burl Wood Court. *Presented by Fire Rescue Staff*
- 10. Commission Business**
 - a. Review and Adoption of 2022 Meeting Schedule
- 11. Chairman's Report**
- 12. Committee Reports**
- 13. Staff Reports**
- 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
November 3, 2021, at 9:00 a.m. Virtual Meeting
MEETING MINUTES

Present from the Commission: Chairman Michael Scanlon, Vice Chairman Alan Perry, Stephen Alfred, Mark O'Neil, Bruce Siebold, Rick D'Arienzo, Jim Collett

Absent from the Commission: Tom Henz (excused), John Campbell (excused)

Present from Town Council: Glenn Stanford, Tamara Becker, Bill Harkins

Present from Town Staff: Nicole Dixon, Development Review Administrator; Joheida Fister, Deputy Fire Chief – Administration/Fire Marshal; Becky Neugent, E911 Communications Manager; Teresa Haley, Senior Administrative Assistant; Vicki Pfannenschmidt, Temporary Administrative Assistant

1. Call to Order

Upon calling the meeting to order it was discovered that Chairman Scanlon could hear everyone, but his microphone was not working. Due to the audio difficulty, Chairman Scanlon requested Vice Chairman Perry conduct the meeting. Vice Chairman Perry called the meeting to order at 9:00 a.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

Vice Chairman Perry asked for a motion to approve the agenda. Commissioner Alfred moved to approve. Commissioner D'Arienzo seconded. By show of hands, the motion passed with a vote of 7-0-0.

6. Approval of Minutes

a. Meeting of October 20, 2021

Vice Chairman Perry asked for a motion to approve the minutes of the October 20, 2021, meeting. Commissioner Alfred moved to approve. Commissioner D'Arienzo seconded. By show of hands, the motion passed with a vote of 7-0-0.

7. Appearance by Citizens

Public comments concerning agenda items were submitted electronically via the Open Town Hall portal. There were no comments of 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

- 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*

Becky Neugent informed the Commission that Hilton Head Island Fire Rescue proposes to name an access easement off Freddie’s Way as Minnie Common. She stated the access easement will serve four homes and naming the access easement would reduce confusion of addresses in the area and ensure prompt emergency response.

Ms. Neugent reviewed the staff report included in the packet noting that Town staff, Fire Rescue Dispatch, and Beaufort County Dispatch have determined: Minnie Common is not duplicated within the Town or Beaufort County; Minnie Common is not phonetically similar to an existing street or vehicular access easement; Minnie Common will not likely be confused with an existing street or vehicular access easement; Minnie Common is simple, logical, and easy to read and pronounce; Minnie Common is clear and brief; and Minnie Common does not include frivolous or complicated words or unconventional spelling.

Ms. Neugent added that the proposed street name Minnie Common was selected because Minnie is a matriarch of a Gullah family, and the Hamilton descendants would be honored to have their family matriarch’s name be memorialized. Town staff chose Minnie Common after consulting with the family members who are assisting in the developing of the property.

After discussion, Commissioner D’Arienzo moved to approve STDV-001826-2021. Commissioner Collett seconded. By show of hands, the motion passed by a vote of 7-0-0.

10. Commission Business – None

11. Chairman’s Report

Chairman Scanlon informed the Commission that he had met with the Town Manager and Mayor and the topic of discussion was the Strategic Plan. He stated that the Town Manager informed him that a large part of the Plan will go through the Planning Commission for review. Chairman Scanlon added that he requested the Town Manager give a presentation to the Commission regarding the process. He said he would be working with Staff to coordinate a meeting date with Mr. Orlando for the presentation.

12. Committee Reports – None

13. Staff Reports

- a. Quarterly Report

Ms. Haley noted the report was included in the packet for review and asked if there were any questions. There being none, she informed the Commission the next meeting agenda packet will contain another street name application.

14. Adjournment

The meeting was adjourned at 9:24 a.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 Names	Public Meeting Date
STDV-001099-2021	Sweetspire Lane Inland Oaks Drive Heartleaf Road Carolus Lane Needle Palm Court Lone Cypress Trail Burl Wood Court	November 17, 2021

Parcel or Location	Applicant	Agent
R510 007 000 0082 0000	David Karlyk Carolina Engineering PO Box 294 Beaufort, SC 29901	Becky Neugent, 911 Communications Manager Hilton Head Island Fire Rescue 40 Summit Drive Hilton Head Island, SC 29926

Application Summary

Hilton Head Island Fire Rescue, on behalf of David Karlyk, proposes to name the seven streets proposed in the Bayley's Point subdivision.

Staff Recommendation

Staff recommends the Planning Commission **approve** the application to name the seven streets in the Bayley's Point subdivision based on the review criteria outlined in the Land Management Ordinance Section 16-2-103.O.4 and enclosed herein.

Background

Bayley's Point is a proposed 210-unit residential development, located on an undeveloped 29.4-acre parcel at the intersection of Spanish Wells and Jonesville Roads. The development will include seven new streets. The proposed street names have been vetted and approved by Hilton Head Island Fire Rescue, the Town of Bluffton, and Beaufort County.

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

Conclusion of Law:

1. The proposed street names **meet 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 the proposed street names are simple, logical, easy to read and pronounce.
2. Town staff, Fire Rescue Dispatch, and Beaufort County Dispatch determined the proposed street names are clear and brief.
3. Town staff, Fire Rescue Dispatch, and Beaufort County Dispatch determined the proposed street names do not include frivolous or complicated words or unconventional spelling.

Conclusion of Law:

1. The proposed street names **meet 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 names were selected because they represent types of plants indigenous to Hilton Head Island.
2. Town staff chose the proposed street names after vetting the originally submitted list with the Town of Bluffton and Beaufort County.

Conclusion of Law:

1. The proposed street names meet 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. The proposed street names are all related to indigenous Island plants or trees.

Conclusion of Law:

1. The proposed street names meet the requirements of this criterion.

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).

Findings of Fact:

1. Jonesville Road divides Burl Wood Court from Heartleaf Road and it divides Lone Cypress Trail from Sweetspire Lane.
2. Spanish Wells Road divides Carolus Lane from Needle Palm Court.
3. It is the desire of Fire Rescue to use different names for these streets, to be consistent with best practices for addressing standards.
4. Fire Rescue is currently updating their addressing standards, and those updates will be incorporated into the Land Management Ordinance.

Conclusion of Law:

1. The proposed street names meet the requirements of this criterion.

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 streets serve the development but would not extend beyond the development.

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).

Findings of Fact:

- 1. The proposed names Sweetspire Lane, Inland Oaks Drive, Heartleaf Road, Carolus Lane, Needle Palm Court, and Lone Cypress Trail will be used for new streets.
- 2. Burl Wood Court will be used for a street terminating in a cul-de-sac, not longer than 1,000 feet in length.

Conclusion of Law:

- 1. The proposed street names **meet the requirements** of this criterion.

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).

Finding of Fact:

- 1. The subject roadways are rights-of-way, not access easements.

Conclusion of Law:

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

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 Bayley’s Point subdivision streets are not broken into separate streets.

Conclusion of Law:

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

PREPARED BY:

BN

Becky Neugent
911 Communications Manager/Addressing

November 8, 2021

DATE

REVIEWED BY:

JF

Joheida Fister
Deputy Fire Chief / Fire Marshal

November 8, 2021

DATE

REVIEWED BY:

AC

Anne Cyran, *AICP*
Planning Commission Coordinator & Interim Comprehensive Planning Manager

November 8, 2021

DATE

ATTACHMENTS:

- A) Aerial Photos
- B) Site Plans



Bayley's Point
Subdivision

William Hilton Parkway

Spanish Wells Road

Cross Island Parkway

Spanish Wells Road

Jonesville Road



TOWN OF HILTON HEAD ISLAND
1000 STATE STREET, SUITE 200
HILTON HEAD ISLAND, SC 29928
PHONE: 843.671.4000

Town of Hilton Head Island
STDV-001099-2021, Bayley's Point Subdivision
Staff Report Attachment A: Aerial Photo 1



1:500 = 512 MET



The information on this map has been compiled from a variety of sources and a reasonable care and effort has been made. It is provided as advisory only and does not constitute a warranty or guarantee of accuracy in any way. The Town of Hilton Head Island does not assume any liability for any errors or omissions on this map. The Town of Hilton Head Island does not assume any liability for any errors or omissions on this map.



Seagrass Landing

Summerfield Court

Subject Property:
Bayley's Point
Subdivision

Jonesville Road

Spanish Wells Road

Cross Island Parkway



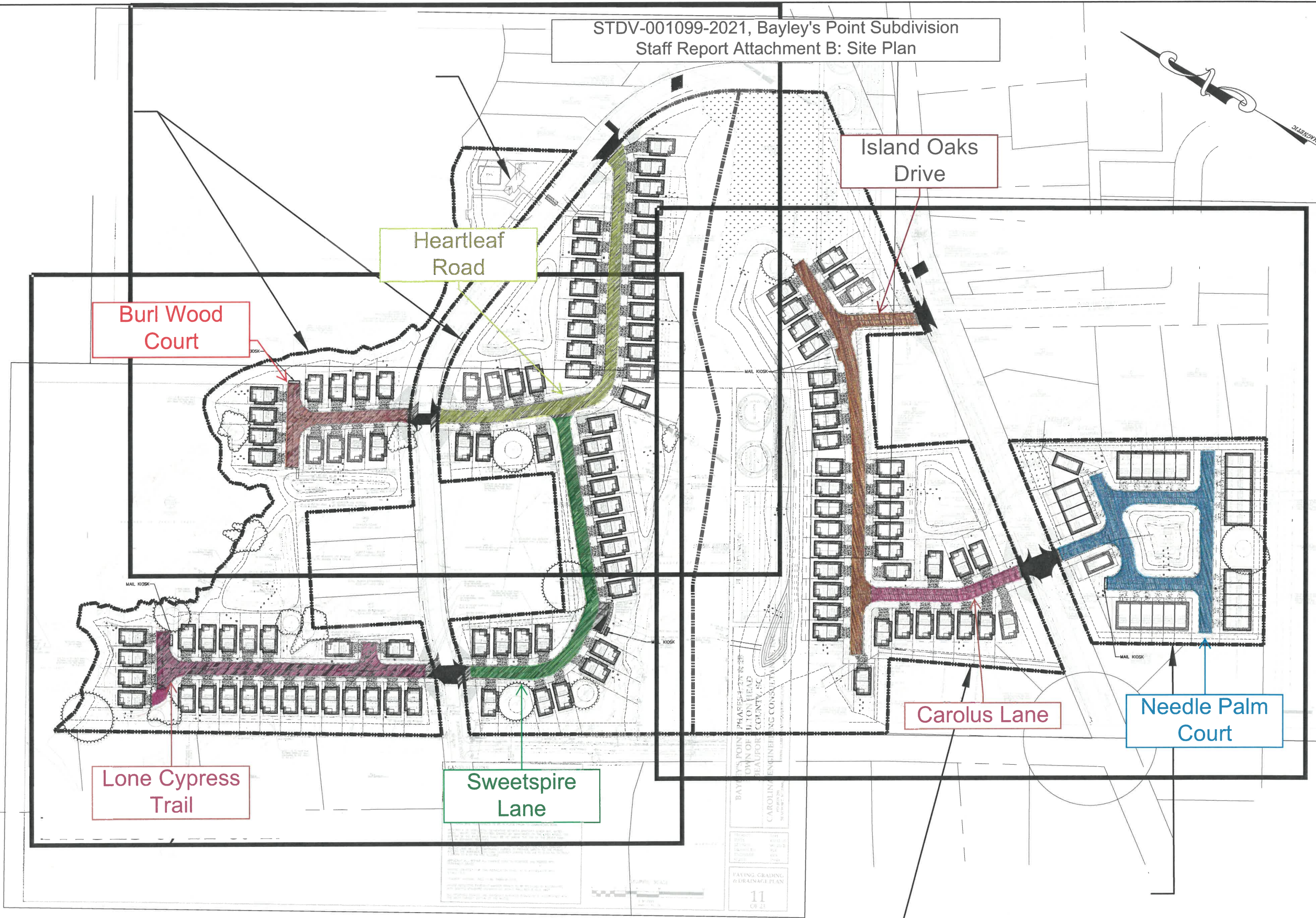
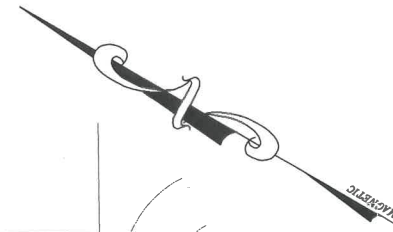
Town of Hilton Head Island
STDV-001099-2021, Bayley's Point Subdivision
Staff Report Attachment A: Aerial Photo 2



The information on this map has been compiled from a series of sources and a number of other maps and is not intended to be used as a legal document. The Town of Hilton Head Island does not warrant the accuracy or completeness of the information on this map. The Town of Hilton Head Island does not warrant the liability for any damages or losses of any kind resulting from the use of this map.



STDV-001099-2021, Bayley's Point Subdivision
Staff Report Attachment B: Site Plan



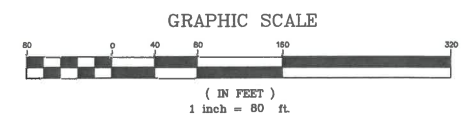
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THE DESIGNS AND IDEAS PRESENTED IN THESE DRAWINGS ARE THE PROPERTY OF SAID ENGINEER. THE INFORMATION IS STRICTLY PROHIBITED WITHOUT THE WRITTEN CONSENT OF THE ENGINEER.

PLAN REVISIONS	
NO.	DESCRIPTION
1	
2	
3	
4	
5	
6	
7	
8	

BAYLEY'S POINT PHASES 1, 2A & 2B
TOWN OF HILTON HEAD
BEAUFORT COUNTY, SC

CAROLINA ENGINEERING CONSULTANTS, INC.
843/322-0553
843/322-0556 (FAX)
WWW.CAROLINAENGINEERING.COM
PO BOX 294
BEAUFORT, SC 29901

PROJECT: 2144
DATE: 02/11/21
REVISED: 09/22/21
DRAWN BY: FLB
ENGINEER: DRK
SCALE: 1"=80'





Town of Hilton Head Island
Planning Commission
Proposed 2022 Meeting Schedule

All meetings will be held in Benjamin M. Racusin Council Chambers at Town Hall, One Town Center Court, unless otherwise posted. Changes to meeting dates, times and/or the location will be posted.

Meeting dates are Wednesdays. Application deadlines are Mondays, unless otherwise noted.

PUBLIC MEETING DATES	MEETING TIMES	APPLICATION DEADLINES
January 5, 2022	9:00 a.m.	December 6, 2021
January 19, 2022	3:00 p.m.	December 20, 2021
February 2, 2022	9:00 a.m.	January 3, 2022
February 16, 2022	3:00 p.m.	*Friday, January 14, 2022
March 2, 2022	9:00 a.m.	January 31, 2022
March 16, 2022	3:00 p.m.	February 14, 2022
April 6, 2022	9:00 a.m.	March 7, 2022
April 20, 2022	3:00 p.m.	March 21, 2022
May 4, 2022	9:00 a.m.	April 4, 2022
May 18, 2022	3:00 p.m.	April 18, 2022
June 1, 2022	9:00 a.m.	May 2, 2022
June 15, 2022	3:00 p.m.	May 16, 2022
July 6, 2022	9:00 a.m.	June 6, 2022
July 20, 2022	3:00 p.m.	June 20, 2022
August 3, 2022	9:00 a.m.	**Friday, July 1, 2022
August 17, 2022	3:00 p.m.	July 18, 2022
September 7, 2022	9:00 a.m.	August 8, 2022
September 21, 2022	3:00 p.m.	August 16, 2022
October 5, 2022	9:00 a.m.	***Friday, September 2, 2022
October 19, 2022	3:00 p.m.	September 19, 2022
November 2, 2022	9:00 a.m.	October 3, 2022
November 16, 2022	3:00 p.m.	October 17, 2022
December 7, 2022	9:00 a.m.	November 7, 2022
December 21, 2022	3:00 p.m.	November 21, 2022

*The application deadline is Friday, January 14 because Town Hall will be closed on Monday, January 17 in observance of Martin Luther King, Jr. Day.

**The application deadline is Friday, July 1 because Town Hall will be closed on Monday, July 4 in observance of Independence Day.

***The application deadline is Friday, September 2 because Town Hall will be closed on Monday, September 5 in observance of Labor Day.

All applications for review by the Planning Commission must be received by the Community Development Information Center a minimum of thirty (30) days prior to the public meeting date. Please refer to Chapter 2 of the Town's Land Management Ordinance for additional information.