



Town of Hilton Head Island  
**Planning Commission Meeting**  
**Wednesday, May 19, 2021 – 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. Meeting of May 5, 2021
- 6. Appearance by Citizens**
- 7. Unfinished Business**
- 8. New Business**
  - a. **Hazard Mitigation Plan 2020 Update** – The Planning Commission will review and consider a resolution to recommend that Town Council adopt the 2020 Lowcountry Natural Hazard Mitigation Plan as an appendix to Our Plan. *Presented by Shari Mendrick*
- 9. Commission Business**
  - a. **Confirmation of Nominating Committee**
- 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 843-341-4691 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 Meeting**  
May 5, 2021 at 9:00 a.m. Virtual Meeting  
**MEETING MINUTES**

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

**Absent from the Commission:** None

**Present from Town Council:** Tamara Becker, Bill Harkins

**Present from Town Staff:** Jennifer Ray, Interim Community Development Director; Teri Lewis, Deputy Community Development Director; Angie Stone, Assistant Town Manager; Anne Cyran, Senior Planner; Joheida Fister, Deputy Fire Chief - Administration/Fire Marshal; Becky Neugent, E911 Communications Manager; Teresa Haley, Senior Administrative Assistant; Vicki Pfannenschmidt, Temporary 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. Approval of Agenda**

Chairman Kristian asked for a motion to approve the agenda. Commissioner Alfred moved to approve. Commissioner Scanlon seconded. By show of hands, the motion passed with a vote of 9-0-0.

**5. Approval of Minutes**

a. Special Meeting of April 21, 2021

Chairman Kristian asked for a motion to approve the minutes of the April 21, 2021 special meeting. Vice Chairman Stevens moved to approve. Commissioner O'Neil seconded. By show of hands, the motion passed with a vote of 8-0-1. (Commissioner McGowan verbally abstained as she was not present at the subject meeting.)

**6. Appearance by Citizens**

Public comments concerning agenda items were to be submitted electronically via the Open Town Hall portal. There were no comments submitted on the portal for this meeting. 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.

**7. Unfinished Business** - None

**8. New Business**

- a. **STDV-000815-2021** – Request from Hilton Head Island Fire Rescue to name an access easement off Dillon Road as Racerunner Common to reduce confusion and ensure prompt emergency response. *Presented by Fire Rescue Staff*

Chairman Kristian introduced Joheida Fister and Becky Neugent and asked who would be conducting the presentation. Ms. Neugent stated she would present the agenda item.

Ms. Neugent explained that Hilton Head Island Fire Rescue proposes to name an access easement off Dillon Road as Racerunner Common. The access easement serves one home, which is addressed as 139 Dillon Road. She stated if the proposed street name is approved, only one addressing change will be required and the home at 139 Dillon Road will receive a new address off Racerunner Common. Ms. Neugent added naming the access easement would reduce confusion of addresses in the area and ensure prompt emergency response.

Chairman Kristian explained that the Planning Commission has final word on street names and invited Commissioners to ask questions. Mr. Scanlon asked how the name was determined. Ms. Neugent stated that input was solicited for the name. She said the proposed street name Racerunner Common was submitted and selected because the Racerunner is a species of lizard native to Hilton Head Island.

At the conclusion of discussion, Commissioner McGowan moved to approve the application to name an existing access easement Racerunner Common. Commissioner Alfred seconded. By way of roll call, the motion passed by a vote of 9-0-0.

**9. Commission Business - None**

**10. Chairman's Report - None**

**11. Committee Reports**

Vice Chairman Stevens stated the Gullah Geechee Land and Cultural preservation Task Force met on May 3, 2021 and received an update regarding the Fire Hydrant Expansion Program by Fire Chief Brad Tadlock and HHPSD General Manager Pete Nardi and a Genealogy Clinic Presentation from Barbara Cantenaci and Linda Piekut from the Heritage Library.

Commissioner McGowan reported the LMO Committee met on April 13, 2021 and as a result of the meeting they recommended that Town Council and the Public Planning Committee consider creating a task force to address the Design Review Board concerns regarding building height limits and setback and buffer standards along with a recommendation that Town Staff draft recommendations for the Committee's review to address the third recommendation in the DRB letter which is: consider adding to the LMO and Design Guide a mandatory interior landscaped buffer.

**12. Staff Report**

Anne Cyran reported that at the May 19 scheduled meeting, the Commission will review the updated Hazard Mitigation Plan which is part of the Comprehensive Plan.

**13. Adjournment**

The meeting was adjourned at 9:18 a.m.

**Submitted by:** Vicki Pfannenschmidt, Secretary

**Approved:** [DATE]



# **TOWN OF HILTON HEAD ISLAND**

## *Community Development Department*

**TO:** Planning Commission  
**VIA:** Jennifer Ray, ASLA, *Interim Community Development Director*  
**VIA:** Teri Lewis, AICP, *Deputy Community Development Director*  
**FROM:** Shari Mendrick, P.G., CFM, *Floodplain Administrator*  
**CC:** Chris Yates, CBO, CFM, CGP, *Building Official*  
**DATE:** May 11, 2021  
**SUBJECT:** 2020 Lowcountry Natural Hazard Mitigation Plan

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**Recommendation:** Staff recommends the Planning Commission approve a Resolution to recommend that Town Council adopt the 2020 Lowcountry Natural Hazard Mitigation Plan as an appendix to Our Plan.

**Summary:** The adoption of the 2020 Plan will fulfill the continuing requirements that qualify the Town of Hilton Head Island for FEMA pre-disaster mitigation grants, post-disaster reconstruction assistance and continued participation in the Community Rating System (CRS).

The 2020 Lowcountry Natural Hazard Mitigation Plan is consistent with Our Plan Excellence Strategy 2.6, Environment Goal 6, Regional Strategy 1.1, Infrastructure Goal 3, and Infrastructure Strategies 5.6, 5.7, and 5.8.

**Background:** The Lowcountry Council of Governments, on behalf of Beaufort, Colleton, Hampton and Jasper Counties and municipalities within each county, prepared the 2020 Lowcountry Natural Hazard Mitigation Plan. This Plan assesses the communities' vulnerabilities to natural hazards; and includes long-term strategies to address these hazards and to prevent future damage and loss of life.

This Plan was created through participation from counties, municipal officials, and residents, and represents the community's consensus. The 2020 update has been approved by the South Carolina Emergency Management Division (SCEMD) and is under review by the Federal Emergency Management Agency (FEMA). The 2020 Lowcountry Natural Hazard Mitigation Plan will replace the Beaufort County Hazard Mitigation Plan previously adopted as an appendix to the Town of Hilton Head Island Comprehensive Plan.

Attachments:

- A) Resolution
- B) 2020 Lowcountry Natural Hazard Mitigation Plan

2020 Lowcountry Natural Hazard Mitigation Plan  
Attachment A

**A RESOLUTION BY THE PLANNING COMMISSION OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA TO RECOMMEND ADOPTION OF THE 2020 LOWCOUNTRY NATURAL HAZARD MITIGATION PLAN AS AN APPENDIX TO OUR PLAN.**

**WHEREAS**, the Beaufort County Hazard Mitigation Plan was adopted in 2011 as an Appendix to the Town of Hilton Head Island Comprehensive Plan; and

**WHEREAS**, the Beaufort County Hazard Mitigation Plan 2015 Update was adopted in 2016 as an Appendix to the Town of Hilton Head Island Comprehensive Plan; and

**WHEREAS**, on October 20, 2020, the Town Council of the Town of Hilton Head Island, South Carolina adopted Our Plan, the 2020-2040 Town of Hilton Head Island Comprehensive Plan; and

**WHEREAS**, the Beaufort County Hazard Mitigation Plan is required to be re-evaluated by the Disaster Mitigation Act of 2000 every five years to assess the communities' vulnerabilities to natural hazards, prepare a long-term strategy to address these hazards, prevent future damage and loss of life; and

**WHEREAS**, the Town of Hilton Head Island has been an "official participant" in the planning process of the natural hazard mitigation plan, hereby known as the 2020 Lowcountry Natural Hazard Mitigation Plan prepared by the Lowcountry Council of Governments in accordance with the Disaster Mitigation Act of 2000; and

**WHEREAS**, the 2020 Lowcountry Natural Hazard Mitigation Plan identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in the Town of Hilton Head Island from the impacts of future hazards and disasters; and

**WHEREAS**, the adoption of the 2020 Lowcountry Natural Hazard Mitigation Plan will fulfill the requirements for continued participation in the Community Rating System as well as qualify the Town of Hilton Head Island for FEMA pre-disaster grants and post-disaster reconstruction assistance.

**NOW, THEREFORE BE IT, AND IT HEREBY IS RESOLVED BY THE PLANNING COMMISSION FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, THAT** the Planning Commission hereby recommends adoption of the 2020 Lowcountry Natural Hazard Mitigation Plan as attached.

(SIGNATURE PAGE FOLLOWS)

2020 Lowcountry Natural Hazard Mitigation Plan  
Attachment A

**MOVED, APPROVED, AND ADOPTED ON THIS 19TH DAY OF MAY, 2021.**

\_\_\_\_\_  
Peter Kristian, Chairman

ATTEST:

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Krista M. Wiedmeyer, Town Clerk

Commission Member introducing Resolution: \_\_\_\_\_

2020 Lowcountry Natural Hazard Mitigation Plan  
Attachment B

The 2020 Lowcountry Natural Hazard Mitigation Plan is available to view on the Lowcountry Council of Governments website:

[https://cms.revize.com/revize/lowcountrysc/2020%20Lowcountry%20Natural%20Hazard%20Mitigation%20Plan%20\(Revision%20per%20FEMA\).pdf](https://cms.revize.com/revize/lowcountrysc/2020%20Lowcountry%20Natural%20Hazard%20Mitigation%20Plan%20(Revision%20per%20FEMA).pdf).

The 2020 Lowcountry Natural Hazard Mitigation Plan is also available to view at Town Hall.