



Town of Hilton Head Island  
**PUBLIC PLANNING**  
**COMMITTEE SPECIAL MEETING**  
**Thursday, April 10, 2023, 10:00 AM**  
**MINUTES**

**Present from the Committee:** David Ames, *Chairman*; Patsy Brison, Tamara Becker, Glenn Stanford, *Members*

**Present from Town Council:** Steve Alfred

**Present from Town Staff:** Josh Gruber, *Deputy Town Manager*, Shawn Colin, *Assistant Town Manager-Community Development*; Brian Eber, *Development Services Manager*; Aaron Black, *Facilities Manager*, Kevin Tylus, *Public Space Programming and Events Manager*; *Project Manager*; Ashley Goodrich, *Principal Planner*; Bob Bromage, *Public Safety Director*; Cindaia Ervin, *Interim Town Clerk*

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**1. Call to Order**

**2. FOIA Compliance**

Compliance with the Freedom of Information Act was confirmed by the Interim Town Clerk

**3. Roll Call**

4. Attendance was confirmed by way of roll call.

**5. Approval of Minutes**

- a. Regular Meeting - October 27, 2022
- b. Regular Meeting - February 23, 2023
- c. Regular Meeting - March 9, 2023

Ms. Becker moved to approve. Mr. Stanford seconded. Ms. Brison stated she was not a member of the Committee in October so she would abstain from the vote regarding such. She also asked that the following statement be added to the March 9, 2023 minutes Item 5.a.: *Council members Stanford and Brison requested that standards regarding mass, scale, density, height and floor area ratio be focused on as the first part of Phase 4.* The Committee concurred. Without objection, the minutes were approved.

**6. Appearance by Citizens**

None.

## 7. New Business

- a. Growth Framework and District Planning Initiative Presentation and Overview
  - i. Review of draft Growth Framework Map
  - ii. Review of draft Districts Map

Shawn Colin conducted a detailed presentation regarding the Initiative. He noted the result will be a growth management strategy to include district plans and an Island-wide master plan. He added it will include creation of district plans focusing on conservation and growth, calibration of a future land use map, and amendments to the Town's Land Management Ordinance. He reviewed the background, growth framework and the plans for district planning. It was confirmed that this is just an introduction to the initiative and input from the Committee and Council will assist in the process and direction. The Committee asked questions and provided input regarding: the initiative and provided timeline; the need to take other gathered data points into consideration; that all residential neighborhoods that have been established, including those behind the gates will need to be protected; caution when the use of the active verb "grow" as it doesn't convey Council's goal of "growth management"; the need to include protection and inclusion of historic Gullah neighborhoods in district planning and growth framework; and the need for an answer regarding whether growth in population is necessary for the community to grow.

Mr. Colin conducted a review of the draft Districts Map identifying eight proposed districts. He stated the next steps will be to refine the district boundaries and begin to develop a plan for each district. He clarified there will be modifications to the draft as the process continues. Mr. Colin stated the draft will be refined throughout the process based on input from the Committee, Town Council and stakeholders. The Committee asked questions and provided input regarding: clarification the neighborhoods within the districts map are the neighborhoods outside the gated communities; confirmation of the timeline of presentations to the Planning Commission and Gullah Geechee Preservation Task Force; characteristics of the districts and the need to define and develop them; explanation for and consideration of conservation areas within districts; clarification that this is not the final draft but the beginning of creating the boundaries regarding the districts; the need to protect and conserve various areas; the need for consideration in naming the districts; the need to focus on the high traffic areas when creating districts; the need for the corridor study and this initiative to work together; and the need for focus on preservation of the space and the creation of public spaces for the benefit of residents. It was the consensus of the Committee that staff move forward on the framework and districts.

- b. Consideration of Proposed Ordinance 2023-09 Amending Title 16 of the Municipal Code of the Town of Hilton Head Island, the Land Management Ordinance, to Remove Divisible Dwelling Units as an Accessory use and to Modify Multifamily and Single-Family Definitions

Shawn Colin provided a detailed presentation regarding the Proposed Ordinance and answered questions regarding the changes. Following discussion, Mr. Stanford moved to forward Proposed Ordinance 2023-09 to Town Council for consideration as presented. Ms. Brison seconded. Public comments were provided and can be viewed through the website listed below. Motion carried 4-0.

- c. Report on Annual Service Plan from Palmetto Breeze
  - i. Hilton Head Island Airport Service
  - ii. Trolley Service
  - iii. Beach Shuttle Service

Mary Lou Franzoni, Executive Director and General Manager introduced Rachel Hatcher to provide an update on the study completed regarding services at the Hilton Head Island Airport. She provided a brief overview of the study which can be viewed on the website listed below. The Committee asked questions and provided input regarding: times of operation and the inbound and outbound flight schedule; funding sources; routes and stop locations; the need for the Town to participate in the cost of the program; the need for a breakdown of residents versus tourists using the service; the reduction of incoming flights to Hilton Head Island; the need to define future funding for all transportation programs. Ms. Franzoni noted that with the decrease in flights, 2023 may not be the year to implement the airport service but due to the study, there is a plan in place if needed.

Aaron Black and Kevin Tylus provided an update on the beach shuttle service provided from USCB Campus to Coligny Beach Park. The Committee asked questions and provided input regarding: the ambassador program; rider participation; the size of the vehicles utilized; and hours of operation.

## 8. Adjournment

The meeting was adjourned at 12:11 p.m.

Drafted and Submitted by:  
Vicki L. Pfannenschmidt  
Temporary Administrative Assistant

**Approved: May 11, 2023**

**The recording of this meeting can be found on the Town's website at [www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)**