



Town of Hilton Head Island  
**Planning Commission Meeting**  
**Wednesday, March 3, 2021 – 9:00 a.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 February 17, 2021
6. **Appearance by Citizens**
7. **Unfinished Business**
  - a. **Review of Town Council's changes related to Flood Zone LMO Amendments**  
*Presented by Shari Mendrick*
8. **New Business**
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 at 4:30 p.m. on March 2, 2021. 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. on March 2, 2021.

**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**  
February 17, 2021 at 3:00 p.m. Virtual Meeting  
**MEETING MINUTES**

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

**Absent from the Commission:** None

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

**Present from Town Staff:** Jennifer Ray, Interim Community Development Director; Teri Lewis, Deputy Community Development Director; Chris Yates, Building Official; Diane Busch, Staff Attorney/Prosecutor; Anne Cyran, Senior Planner; Shari Mendrick, Floodplain Administrator; Cindaia Ervin, Finance Assistant; 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 3:00 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 McGowan moved to approve. Commissioner Alfred seconded. By way of roll call, the motion passed with a vote of 9-0-0.

**5. Approval of Minutes**

a. Meeting of February 3, 2021

Chairman Kristian asked for a motion to approve the minutes of the February 3, 2021 meeting. Commissioner Perry moved to approve. Commissioner Alfred seconded. By way of roll call, the motion passed with a vote of 9-0-0.

**6. Appearance by Citizens**

Public comments concerning agenda items were to be submitted electronically via the Open Town Hall portal. All comments received via the portal were provided to the Commission for review and made a part of the official record. 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. Public Hearing

**LMO Amendments** – The Town of Hilton Head Island is proposing to amend Chapters 5 and 10 of the Land Management Ordinance (LMO) to revise the following sections:

Sections 16-5-112: modify the flood zone standards for consistency with the March 23, 2021 Flood Insurance Rate Maps and Section 16-10-102.C.1: modify the rule of measurement for the calculation of building height from the base flood elevation to a static building height measured from mean sea level. *Presented by Shari Mendrick*

Shari Mendrick explained that FEMA has made changes to the Flood Insurance Rate Maps (FIRM). She reviewed the basics of how FIRM(s) work; completed an overview of the maps themselves; defined Base Flood Elevation, and explained the FIRM update, which is how the maps will change. She explained changes would need to be made to the Municipal Code and LMO to make sure the FIRM update doesn't negatively affect the Town. Ms. Mendrick stated the Town is required to adopt the new FIRM by March 23, 2021. She further explained that if the new FIRM is not adopted the Town will be suspended from the National Flood Insurance Program. She emphasized the need to revise the LMO to keep maximum building heights the same. She said if LMO changes are not done by March 23, 2021, maximum building heights will drop by several feet. She stated that Staff is proposing to change how buildings are measured, by using Sea Level instead of Base Flood Elevation. Ms. Mendrick said Staff's proposal for the change to the LMO would start to measure buildings at 13' above sea level for residential construction and 11' above mean sea level for nonresidential construction. She explained that currently the measurement is 14' plus 1' above the BFE.

Chairman Kristian opened the meeting for public comment. There were no members of the public who signed up to give comment by phone during the meeting. Written public comments received through the Open Town Hall portal were provided to the Commission for review and made part of the meeting record.

The Commission made comments and inquiries regarding: lowering the requirement from 14' to 13' and the removal of the plus 1' in the proposal; clarification of the plus 1' reference on the lowest floor requirements; non-conforming structures; the use of 1988 data; current construction standards; determination of compliance and the time frame of the changes; maximum building height; importance of the timeline in this matter; Flood Insurance requirements; the impact on homes that fall under the 50% rule; the need to move forward; and confirmation that if changes aren't made to the Municipal Code and LMO upon adoption of the FIRMs, buildings could be constructed at 7 feet.

Mr. Scanlon moved to forward the proposed LMO amendments to Town Council with a Planning Commission recommendation that they seriously consider the 14' plus 1'

concept. 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**

Commissioner Perry reported the CIP Committee would be meeting on February 24, 2021 at 2:00 p.m. Vice Chairman Stevens said the next Gullah Geechee Land and Cultural Preservation Task Force will be meeting on March 1, 2021 at 9:00 a.m. Commissioner McGowan stated the LMO Committee will have a special meeting on March 8, 2021 at 10:00 a.m.

**12. Staff Report**

Ms. Cyran reminded the Commission members to work on the MASC training requirements. She noted that on Friday, February 19, 2021, 1:00 p.m. there will be a *Resilience in Vulnerable Communities* Webinar featuring staff members Dr. Sheryse DuBose and Jayme Lopko. She added there would be focus on the Gullah Geechee Culture on Hilton Head Island.

**13. Adjournment**

The meeting was adjourned at 4:38 p.m.

**Submitted by:** Vicki Pfannenschmidt, Secretary

**Approved:** [DATE]