



Town of Hilton Head Island  
**Planning Commission Meeting**  
**Wednesday, May 5, 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 April 21, 2021
6. **Appearance by Citizens**
7. **Unfinished Business**
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*
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 May 4, 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 May 4, 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**  
April 21, 2021 at 3:00 p.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

**Absent from the Commission:** Leslie McGowan (excused)

**Present from Town Council:** David Ames, Tamara Becker, Bill Harkins, Tom Lennox, Glenn Stanford

**Present from Town Staff:** Jennifer Ray, Interim Community Development Director; Teri Lewis, Deputy Community Development Director; Diane Busch, Staff Attorney; Anne Cyran, Senior Planner; Nicole Dixon, Development Review Administrator; Missy Luick, Senior Planner; Dr. Sheryse DuBose, Historic Neighborhoods Preservation Administrator; Teresa Haley, Senior Administrative Assistant; Cindaia Ervin, Finance 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 Scanlon moved to approve. Commissioner Perry seconded. By way of roll call, the motion passed with a vote of 8-0-0.

**5. Approval of Minutes**

**a. Special Meeting of April 7, 2021**

Chairman Kristian asked for a motion to approve the minutes of the April 7, 2021 special meeting. Commissioner Alfred moved to approve. Vice Chairman Stevens seconded. By way of roll call, the motion passed with a vote of 8-0-0.

**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

### a. Review of Town Council's changes related to Family Compound and Family Subdivision – Presented by Sheryse DuBose

Dr. DuBose provided a background regarding the above, the changes made by Town Council and progress to date. She informed the Commission the changes made by Town Council regarding the addition of ownership requirements are considered "Use Specific" conditions and need to be added to Section 4 of the Land Management Ordinance (LMO). She stated that due to the requirement, a public hearing is needed and following the hearing, the item will go back to the Planning Commission and then on to Town Council for 1<sup>st</sup> and 2<sup>nd</sup> Readings.

The Commission made comments and inquiries regarding: review of the changes made by Town Council; communication with staff; ownership requirements and qualifications; and the availability of the Gullah Geechee Corridor for assistance in defining "culture".

Chairman Kristian thanked staff and congratulated them on their efforts.

## 8. Executive Session

### a. Legal Matters: Receipt of legal advice related to upcoming Zoning Map Amendment application

Commissioner Perry moved to go into to Executive Session for the reasons stated above by Chairman Kristian. Commissioner Alfred seconded. By way of roll call, the motion passed 8-0-0.

Commissioner Scanlon moved to come out of Executive Session. Commissioner O'Neil seconded. By way of roll call, the motion passed by a vote of 8-0-0. The Commission returned to Open Session noting no action was taken during or as a result of Executive Session.

## 9. New Business

Chairman Kristian opened the public hearing at this time.

### a. Public Hearing

**ZA-000744-2021** – Request from E. Richardson LaBruce, on behalf of the Sea Pines Country Club, to amend the Official Zoning Map by amending the Planned Development Mixed-Use (PD-1) Zoning District, specifically for the Sea Pines Master Plan, to change the allowed use of a property identified as parcel R550 014 000 0508 0000, located at 61 Club Course Drive, from Residential to Golf Course. The subject property would remain in the PD-1 Zoning District. *Presented by Missy Luick*

*(Due to a potential conflict of interest, Commissioners Alfred, Scanlon and Theodore recused themselves from discussion and voting regarding ZA-000744-2021. The required Potential Conflict of Interest forms have been completed and made part of the official record.)*

Missy Luick presented the application as described in the Staff Report. She stated that since staff finds that all 9 criteria are met with this application, staff recommends approval of the application with the following conditions:

1. A vegetative screen be planted on lot 13 near the property line between lot 13 and lot 14.

2. A vegetative screen be maintained and/or planted on lot 13 near the property line between lot 13 and Club Course Drive.

Ms. Luick added that the recommended conditions are concurrent with conditions referenced in the letters from the Community Services Associates and the owner of the adjacent property of lot 14 as referenced in the Application Materials as Exhibit A-3 and Exhibit A-4.

The applicant presented an overview of the project and answered questions and concerns from the Commission. Richardson LaBruce, on behalf of Sea Pines Country Club detailed the need for the zoning change and stated they are in complete agreement with staff's recommendation and conditions. He said the change is needed to modernize the Country Club, specifically the practice facility and the driving range.

The Commission made comments and inquiries regarding clarification of density assigned to the property.

Commissioner Perry moved to find this application to be consistent with the Town's Comprehensive Plan and serve to carry out the purposes of the LMO, based on those Findings of Fact and Conclusions of Law as determined by the LMO Official and enclosed in the Staff Report, with a recommendation of approval with the following conditions to Town Council:

1. A vegetative screen be planted on lot 13 near the property line between lot 13 and lot 14.
2. A vegetative screen be maintained and/or planted on lot 13 near the property line between lot 13 and Club Course Drive.

Commissioner O'Neil seconded. By way of roll call, the motion passed with a vote of 5-0-0.

**10. Commission Business - None**

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

**12. Committee Reports - None**

**13. Staff Report**

Anne Cyran reported there would be a street name application coming forward at the May 5, 2021 regularly scheduled meeting.

**14. Adjournment**

The meeting was adjourned at 3:47 p.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 #           | Property Name/New Street Name    | Public Hearing Date |
|------------------|----------------------------------|---------------------|
| STDV-000815-2021 | Lopez Property/Racerunner Common | May 5, 2021         |

| Parcel or Location     | Applicant  |
|------------------------|--|
| R510 005 000 0021 0000 | Becky Neugent, 911 Communications Manager<br>Hilton Head Island Fire Rescue<br>40 Summit Drive<br>Hilton Head Island, SC 29926 |
| Address to Change      | Proposed Address   |
| 139 Dillon Road        | To be determined   |

#### Application Summary

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.

If the proposed street name is approved, only one addressing change will be required: the home at 139 Dillon Road will receive a new address off Racerunner Common.

Naming the access easement would reduce confusion of addresses in the area and ensure prompt emergency response.

#### Staff Recommendation

Staff recommends the Planning Commission **approve** the application to name an existing access easement Racerunner Common based on the review criteria outlined in Land Management Ordinance Section 16-2-103.O.4 and enclosed herein.

#### Background

The property on which the subject access easement is located was incorrectly addressed as 139 Dillon Road, even though it is located between properties addressed as 145 and 147 Dillon Road. This non-sequential numbering could make it difficult to find the property in an emergency. Fire Rescue became aware of the issue after a permit was submitted into

the Town's permitting system. At that time research was conducted including driving to the site to confirm the access. The only access to this residence is between the above mentioned businesses. Fire Rescue submitted a correction in the Town's permitting system regarding the submission and have been collecting information.

Instead of renumbering several businesses and homes in the area, Fire Rescue proposes to name the access easement that serves the subject property and to issue a new address to the one home on it. Due to the size of this parcel, more homes may be built on it in the future. Any future homes on the property will also receive addresses off Racerunner Common.

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

#### **Conclusion of Law:**

1. The proposed street name, Racerunner Common, **meets 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 Racerunner Common is simple, logical, easy to read and pronounce.
2. Town staff, Fire Rescue Dispatch, and Beaufort County Dispatch determined Racerunner Common is clear and brief.

3. Town staff, Fire Rescue Dispatch, and Beaufort County Dispatch determined Racerunner Common does not include frivolous or complicated words or unconventional spelling.

**Conclusion of Law:**

1. The proposed street name, Racerunner Common, **meets 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 name Racerunner Common was selected because the Racerunner is a species of lizard native to Hilton Head Island. Racerunner lizards are known for having long toes that keep them from sinking into the sandy soils located in the area.
2. Town staff chose Racerunner Common after consulting with the resident whose address will change as a result of the street name modification.

**Conclusion of Law:**

1. The proposed street name, Racerunner Common, **meets 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. Racerunner Common is the only street that provides access to the subject property.

**Conclusion of Law:**

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

**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).*

**Finding of Fact:**

1. The proposed Racerunner Common does not continue through an intersection.

**Conclusion of Law:**

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

**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 Racerunner Common would serve the subject property, but it would not extend beyond the subject property.

**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).*

**Finding of Fact:**

1. The proposed street name is Racerunner Common.

**Conclusion of Law:**

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

**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 roadway is an access easement.
2. The proposed name is Racerunner Common.

**Conclusion of Law:**

1. The proposed street name, Racerunner Common, **meets the requirements** of this criterion.

**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 subject roadway is not broken into two separate streets.

**Conclusion of Law:**

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

**PREPARED BY:**

BN  
\_\_\_\_\_  
Becky Neugent  
911 Communications Manager/Addressing

April 13, 2021  
\_\_\_\_\_  
DATE

**REVIEWED BY:**

JF  
\_\_\_\_\_  
Joheida Fister  
Deputy Fire Chief / Fire Marshal

April 13, 2021  
\_\_\_\_\_  
DATE

**REVIEWED BY:**

AC  
\_\_\_\_\_  
Anne Cyran, AICP  
Planning Commission Coordinator &  
Senior Planner

April 13, 2021  
\_\_\_\_\_  
DATE

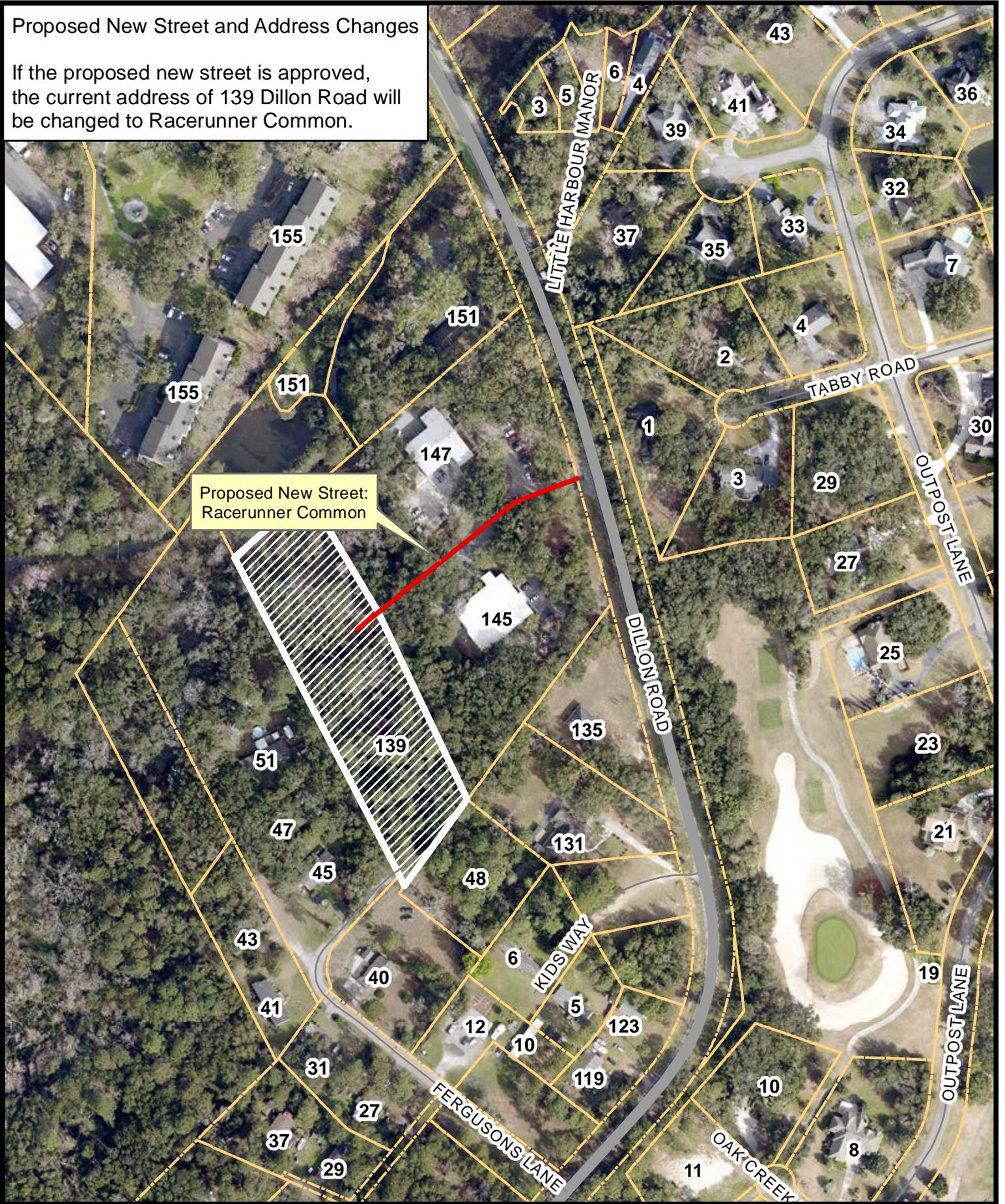
**ATTACHMENTS:**

- A) Aerial Photo
- B) Location Map

# Proposed New Street and Address Changes

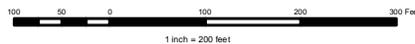
If the proposed new street is approved, the current address of 139 Dillon Road will be changed to Racerunner Common.

Proposed New Street:  
Racerunner Common



TOWN OF HILTON HEAD ISLAND  
ONE TOWN CENTER COURT  
HILTON HEAD ISLAND, S.C. 29928  
PHONE (843) 341-4600  
Date Created: April 19, 2021  
Project: 139\_DillonRoad\_AddressChange.mxd

## Application STDV-000815-2021 Proposed New Street: Racerunner Common Address Change for 139 Dillon Road

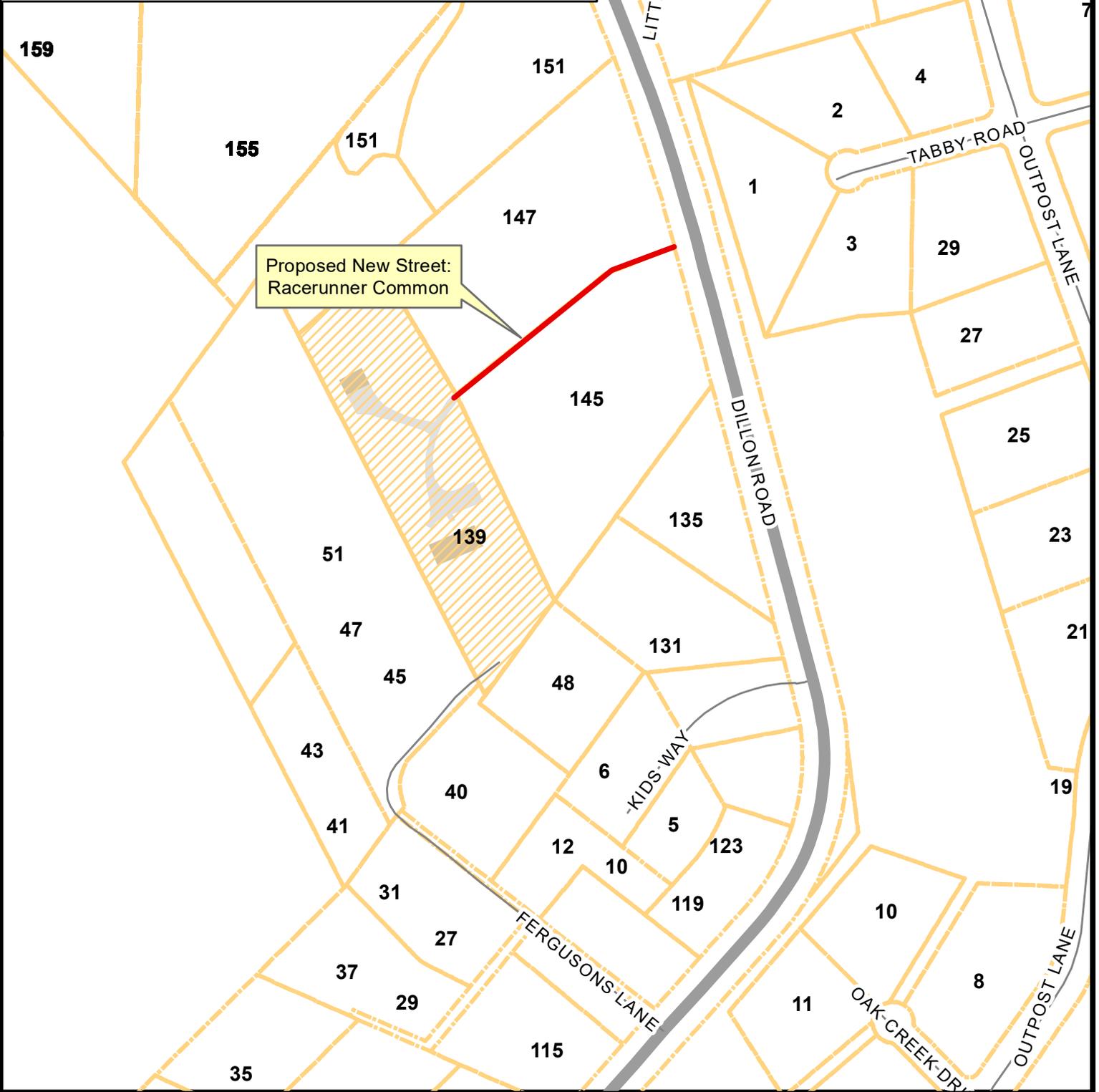


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# Proposed New Street and Address Changes

If the proposed new street is approved, the current address of 139 Dillon Road will be changed to Racerunner Common.

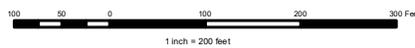
Proposed Site Plan with residential building, boat storage and driveway.



Proposed New Street:  
Racerunner Common



## Application STDV-000815-2021 Proposed New Street: Racerunner Common Address Change for 139 Dillon Road



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