



Town of Hilton Head Island  
**Planning Commission Meeting**  
**Wednesday, August 4, 2021 – 9:00 a.m.**  
Benjamin M. Racusin Council Chambers

## **AGENDA**

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The Planning Commission meeting will be held in-person at Town Hall in the Benjamin M. Racusin Council Chambers. The outside doors will be opened to the public one hour before the meeting start time, seating will be limited to no more than 80 individuals.

- 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. Swearing in Ceremony of Reappointed Commissioner Michael Scanlon and New Planning Commissioners Bruce Siebold, Rick D’Arienzo and Tom Henz** – *Performed By Diane Busch, Staff Attorney*
- 5. Approval of Agenda**
- 6. Approval of Minutes**
  - a. Meeting of June 16, 2021
- 7. Appearance by Citizens on Items Unrelated to Today’s Agenda**
- 8. Unfinished Business – None**
- 9. New Business – None**
- 10. Commission Business**
  - a. Committee Assignments
- 11. Chairman’s Report**
- 12. Committee Reports**
- 13. Staff Report**
  - a. Quarterly Report – *Presented by Anne Cyran*
- 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**  
June 16, 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, Leslie McGowan, Mark O'Neil, Todd Theodore

**Present from Town Council:** William Harkins, Tom Lennox, Glenn Stanford

**Present from Town Staff:** Jennifer Ray, Interim Community Development Director; Teri Lewis, Deputy Community Development Director; Anne Cyran, Senior Planner; Cindaia Ervin, Finance 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. Presentation of the Town's Crystal Awards to outgoing Chairman Peter Kristian, Vice Chairman Lavon Stevens, Commissioners Todd Theodore and Leslie McGowan** – Jennifer Ray, Interim Community Development Director, presented the awards. Ms. Ray expressed appreciation to Mr. Kristian, Mr. Stevens, Mr. Theodore, and Ms. McGowan for their service to the community on behalf of the Town.

**5. Approval of Agenda**

Chairman Kristian asked for a motion to approve the agenda. Commissioner McGowan moved to approve. Commissioner Scanlon seconded. By show of hands, the motion passed with a vote of 8-0-1. Vice Chairman Stevens abstained due to technical difficulties.

**6. Approval of Minutes**

**a. Meeting of June 2, 2021**

Chairman Kristian asked for a motion to approve the minutes of the June 2, 2021 meeting. Commissioner Alfred moved to approve. Commissioner McGowan seconded. By show of hands, the motion passed with a vote of 8-0-1. Vice Chairman Stevens abstained due to technical difficulties.

**7. Appearance by Citizens**

Public comments concerning agenda items were to be submitted electronically via the Open Town Hall portal. No comments were submitted, but the record from the Open Town Hall portal was provided to the Commission for review and made part of the official meeting record. Citizens were also provided the option to sign up for public comment participation by phone during the meeting. One citizen signed up to speak, Mr. Mark Baker.

a. Greater Island Council Beaufort County Landfill Resolution – *Presented by Mark Baker*

Mr. Baker, a member of the Greater Island Council Sustainability Advisory Committee, presented a resolution regarding solid waste management and recycling for Hilton Head Island and Beaufort County. Mr. Baker noted that the Beaufort County landfill is reaching the end of its lifespan, and that a new landfill will cost County taxpayers upwards of \$100 million. In addition, the County's landfill operation agreement with Waste Management will end in 2025. This gives the County and the Island the opportunity to re-position how we manage the waste stream and an opportunity to capture and process recyclable materials, which will extend the life of the landfill.

The County is currently engaged in the process of re-negotiating the agreement, and the Town needs to be involved. The resolution includes requirements for the new agreement. Mr. Baker stated the agreement should require the landfill to be open during peak times, including the weekend; that Beaufort County should invest in a recycling and processing transfer station; and that Beaufort County should pay the recycling fees in addition to the waste disposal fees.

Mr. Baker requested the Commission review the resolution and forward it to Town Council with a recommendation of approval.

The Commission made the following comments and inquiries: the Island needs to be focusing on recycling and needs a plan to handle waste and recycling for the next 20 to 50 years; the Island is behind, and it would be great to see Town Council support this effort; where a transfer station would be located; the County's Public Facilities Committee is working on the agreement; the landfill's remaining capacity could be extended from 5 to 15 years if we divert recyclable materials from it; that we need to separate recycling instead of allowing single stream; a transfer station or sustainability campus would need to be between 50 and 100 acres; and the safety of landfill operations.

Commissioner O'Neil made a motion to advance the resolution to the Public Planning Committee. Commissioner Scanlon seconded. By way of roll call, the motion passed with a vote of 9-0-0.

**8. Unfinished Business – None**

**9. New Business**

a. **Public Hearing**

**ZA-001212-2021** – Request from Trey Griffin of Wood & Partners, Inc., and DPJ Residential LLC, on behalf of the property owners, to amend the Official Zoning Map to rezone ten properties totaling 13.74 acres from Low to Moderate Density Residential (RM-4) Zoning District to Planned Development Mixed-Use (PD-1) Zoning District, into the Indigo Run Master Plan, with an allowed use of multi-family residential and a density of approximately 20 dwelling units per acre (total 275 units) with conditions. The subject properties are parcels 022C, 022D, 022F, 022G, 0152, 0072, 0139, 0141, 0168, 0167 on Beaufort County Tax Map 11. The subject properties have multiple addresses; they are accessed from Marshland Road, Julia Drive, and Mackerel Drive.

**This application was withdrawn by the applicant.**

**10. Commission Business – None**

**11. Chairman’s Report** – Chairman Kristian thanked outgoing Commissioners McGowan and Theodore and Vice Chairman Stevens.

**12. Committee Reports**

**CIP Committee** – Commissioner Theodore did not have a report on the Committee, but said it has been a pleasure working with his fellow Commissioners.

**Gullah Geechee Land & Cultural Preservation Task Force** – Vice Chairman Stevens thanked his fellow Commissioners and the community for their support. He also noted that Town Council approved the first reading of the Family Compound and Family Subdivision LMO Amendments yesterday.

**Comp Plan Committee** – Commissioner Scanlon thanked Chair McGowan for her work on Our Plan and the LMO Committee. He expressed his appreciation for Vice Chairman Stevens work on the Gullah Geechee Task Force, and he thanked Chairman Theodore for his work on the Our Plan Development Team. Commissioner Scanlon thanked Chairman Kristian for being an outstanding Chairman and for his service to the entire community.

**LMO Committee** – Commissioner McGowan did not have a report on the Committee, but stated it has been a privilege to work on the Commission.

**Rules of Procedure** – Commissioner Perry did not have a report on the Committee, but expressed his appreciation for the Commissioners.

Chairman Kristian thanked staff for their work on the Commission.

**13. Staff Report**

**14. Adjournment**

The meeting was adjourned at 3:43 p.m.

**Submitted by:** Anne Cyran, Senior Planner

**Approved:** [DATE]

## Planning Commission Subcommittees

*Effective July 2021*

### Land Management Ordinance Committee

Alan Perry, *Chair*

Rick D'Arienzo, *Vice Chair*

Jim Collett

Bruce Siebold

Michael Scanlon, *Ex-officio*

Staff Support: Teri Lewis, Deputy Community Development Director  
Teresa Haley, Senior Administrative Assistant

### Comprehensive Plan Committee

John Campbell, *Chair*

Mike Scanlon, *Vice Chair*

Jim Collett

Staff Support: Anne Cyran, Senior Planner  
Taylor Ladd, Senior Planner

### Rules of Procedure Committee

Stephen Alfred, *Chair*

Alan Perry, *Vice Chair*

Bruce Siebold

Michael Scanlon, *Ex-officio*

Staff Support: Anne Cyran, Senior Planner  
Teresa Haley, Senior Administrative Assistant

### Capital Improvement Projects Committee

Mark O'Neil, *Chair*

Stephen Alfred, *Vice Chair*

Tom Henz

Rick D'Arienzo

Michael Scanlon, *Ex-officio*

Staff Support: Karen Knox, Senior Administrative Assistant

### Gullah-Geechee Land & Cultural Preservation Task Force

Lavon Stevens, At-Large

Ibrihim Abdul-Malik, Gullah-Geechee/Native Island Culture Organization

Martha Davis, Native Islander

Shani Green, Native Islander

Palmer E. Simmons, Native Islander

Theresa White, Gullah-Geechee/Native Island Culture Organization

John Campbell, Planning Commission Member/Native Islander

Mark O'Neil, Planning Commission Member

Tom Henz, Planning Commission Member

Staff Support: Sheryse DuBose, Historic Neighborhoods Preservation Administrator

### Nominating Committee

The Chairperson appoints this Committee, with confirmation by the Commission, no later than the first Commission meeting in June each year. The Committee typically meets in June to recommend a slate of officers for the coming year, and report their recommendation to the Commission at the election in June.

Staff Support: Anne Cyran, Senior Planner



# **TOWN OF HILTON HEAD ISLAND**

## *Community Development Department*

**TO:** Planning Commission  
**FROM:** Anne Cyran, AICP, *Senior Planner & PC Coordinator*  
**DATE:** June 30, 2021  
**SUBJECT:** Planning Commission Quarterly Report: April – June 2021

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The March 17, 2021 regular meeting was cancelled. A special meeting was held on March 24, 2021.

### **LMO Amendments**

#### **Family Subdivisions & Family Compounds**

On April 21, 2021, Dr. DuBose updated the Commission on Town Council's changes to the amendments. Specifically, ownership requirements are now Use Specific conditions, and they need to be added to Section 4 of the Land Management Ordinance (LMO). This change requires a new public hearing before the Planning Commission.

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

On June 2, 2021, Dr. DuBose presented the revised amendments to the Commission. The Commission made comments and inquiries regarding: the number of families waiting for the amendments to pass; if Town Council made any other changes to the amendments; if Beaufort County's LMO Program for Family Compounds was successful in meeting the needs of those who are eligible.

The Commission voted 8-0-0 to recommend Town Council adopt the revised Family Subdivision and Family Compound amendments to the LMO.

### **Our Plan: Hazard Mitigation Plan Update**

#### **2020 Lowcountry Hazard Mitigation Plan**

Review and consider a resolution to recommend that Town Council adopt the 2020 Lowcountry Natural Hazard Mitigation Plan as an appendix to Our Plan.

On May 19, 2021, the Planning Commission voted 8-0-0 to approve a Resolution recommending that Town Council adopt the 2020 Lowcountry Natural Hazard Mitigation Plan as an appendix to Our Plan.

### **Public Project Reviews (PPRs)**

**PPR-000344-2021, Ford Shell Ring Passive Park**

Application for a Public Project Review (PPR) from Beaufort County to build a passive park at the Ford Shell Ring Preserve. The project includes creating an improved entrance off Squire Pope Road; a gravel parking area for approximately five vehicles; a six to eight foot wide earthen pedestrian loop trail; entry and interpretive signage; and retaining the existing emergency and maintenance access from Fuller Pointe Drive. The 6.85-acre property is located at 273 Squire Pope Road, parcel ID R511 003 000 0222 0000.

On April 7, 2021, the Planning Commission voted 8-0-0 to approve the application.

**Street Name Applications (STDVs)**

**STDV-000815-2021, Racerunner Common**

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.

On May 5, 2021, the Planning Commission voted 9-0-0 to approve the application.

**Zoning Map Amendments (ZMAs)**

**ZMA-000744-2021, Sea Pines Country Club**

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.

On April 21, 2021, the Planning Commission voted 5-0-0 to approve the application.

**Subdivision (SUB) Applications**

<b>Subdivision Applications</b>	<b>Status</b>
<b><u>SUB-001159-2021, 245 Beach City Road</u></b> Subdivision of a 1.5-acre parcel into four lots.	Applied on May 4, 2021 Under Review

**Committees & Task Force**

<b>LMO Committee</b>	
The April 21, May 19, and June 16 meetings were cancelled. A special meeting was held on April 13.	
April 13, 2021	Discussion related to the Design Review Board concerns regarding building height limits and setback and buffer standards.

<b>Nominating Committee</b>	
June 2, 2021	Nominated Officers for the July 1, 2021 to June 30, 2022 term.

<b>Gullah-Geechee Land &amp; Cultural Preservation Task Force</b>	
The June 7 meeting was cancelled.	

April 5, 2021	Update on status of Top Priority Gullah Geechee Cultural Project Recommendations.
May 3, 2021	Status of Fire Hydrant Expansion Program; Genealogy Clinic Presentation.

**Capital Improvement Projects**

<b>Roadway &amp; Pathway Improvements</b>	<b>Status</b>
Summit Drive Realignment and Improvements	On hold.
Arrow Road Resurfacing (Signe's to Bristol Park) and Add Right Turn Lane at Palmetto Bay Road	Complete.
Shelter Cove Pathway and Parking Enhancements <ul style="list-style-type: none"><li>• 53 new parking spaces across from BCSO.</li><li>• Pathways along Shelter Cove Lane from US 278 to Veterans Memorial</li><li>• New boardwalk along Broad Creek marsh.</li><li>• New bollard lighting.</li></ul>	<ul style="list-style-type: none"><li>• Contractor selected.</li><li>• Projected completion: Fall 2021</li></ul>
Decorative Traffic Signal Mast Arms at William Hilton Parkway and Gum Tree Road	Complete.
William Hilton Parkway and Automobile Place Intersection Modifications and Pathway Enhancements Study <ul style="list-style-type: none"><li>• Remove driveways on William Hilton Parkway</li><li>• Realign pathway as needed</li><li>• Remove concrete from site</li><li>• Study pathway from Beach City Road to Dillon Road</li></ul>	Under review.
Dirt Road Paving: Pine Field Road	Researching titles and requesting right-of-way donations.
Dirt Road Paving: Mitchelville Lane	Researching titles and requesting right-of-way donations.

<b>Existing Facility Improvements</b>	<b>Status</b>
Cordillo Tennis Courts Redevelopment, Phase 2	<ul style="list-style-type: none"><li>• Under construction.</li><li>• Projected completion: Fall 2021</li></ul>
Fire Station #2 (Sea Pines)	Complete.
Islander's Beach Park Gazebo	<ul style="list-style-type: none"><li>• Under design.</li><li>• Projected construction: Fall 2021</li></ul>

<b>New Facilities and Infrastructure</b>	<b>Status</b>
F&R Computer Systems Upgrades	Ongoing.

<b>Beach Management &amp; Monitoring</b>	<b>Status</b>
Physical and Biological Monitoring	Ongoing.