



Town of Hilton Head Island
Planning Commission Meeting
Wednesday, March 16, 2022, 3:00 p.m.
AGENDA

This meeting will be conducted virtually and can be viewed on the [Town of Hilton Head Island Public Meetings Facebook Page](#). A Facebook account is not required to access the meeting livestream.

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. Roll Call

5. Approval of Agenda

6. Approval of Minutes

a. Meeting of February 16, 2022

7. Appearance by Citizens

Citizens who wish to address the Commission concerning items on the agenda may do so by contacting the Commission Secretary at 843-341-4691 no later than 2:00 p.m. the day of the meeting. Citizens may also submit written comments via the [Town's Open Town Hall Portal](#). The portal will close at 2:00 p.m. the day of the meeting. Comments submitted through the portal will be provided to the Commission and made part of the official record.

8. Unfinished Business – None

9. New Business – None

10. Commission Business

11. Chairman's Report

12. Committee Reports

13. Staff Reports

- a. Presentation on the 2020 Census Redistricting for the Town of Hilton Head Island – *Josh Gruber, Deputy Town Manager*
- b. Quarterly Report – *Presented by Anne Cyran, Interim Comprehensive Planning Manager*

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
February 16, 2022, at 3:00 p.m. Virtual Meeting
MEETING MINUTES

Present from the Commission: Chairman Michael Scanlon, Vice Chairman Alan Perry, Stephen Alfred, Mark O'Neil, Bruce Siebold, Tom Henz, John Campbell, Jim Collett

Absent from the Commission: Rick D'Arienzo (excused)

Present from Town Council: Glenn Stanford, Tamara Becker, Tom Lennox

Present from Town Staff: Anne Cyran, Interim Comprehensive Planning Manager; Jennifer Ray, Capital Program Manager; Darrin Shoemaker, Traffic/Transportation Engineer; Teresa Haley, Senior Administrative Assistant; Vicki Pfannenschmidt, Temporary Administrative Assistant

1. Call to Order

Chairman Scanlon called the meeting to order at 3:00 p.m.

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 Town of Hilton Head Island requirements.

4. Roll Call – See as noted above.

5. Approval of Agenda

Chairman Scanlon asked for a motion to approve the agenda. Commissioner Alfred moved to approve. Vice Chairman Perry seconded. By show of hands, the motion passed with a vote of 8-0-0.

6. Approval of Minutes

a. Meeting of January 19, 2022

Chairman Scanlon asked for a motion to approve the minutes of the January 19, 2022, meeting. Commissioner Siebold moved to approve. Commissioner Campbell seconded. By show of hands, the motion passed with a vote of 8-0-0.

7. Appearance by Citizens

Public comments concerning agenda items were to be submitted electronically via the Open Town Hall portal. Those comments were 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 on agenda and non-related agenda items. There was one request to speak regarding item 9.a.

8. Unfinished Business – None

9. New Business

- a. Recommendation of Proposed CIP Fiscal Year 2023 Priority Projects to Town Council
– Presented by Jennifer Ray, Capital Program Manager

(Due to a potential conflict of interest, Mr. Perry recused himself from discussion and voting regarding the Island Recreation Center. The required Potential Conflict of Interest forms have been completed and made part of the official record.)

Jennifer Ray explained that the CIP Committee met on February 2, 2022 and made a recommendation the Planning Commission forward a list of the priority projects for consideration by Town Council as part of their Fiscal Year 2023 (FY23) Capital Budget review process. Ms. Ray stated there are various methods of input that contribute to the development of the Capital Program such as *Our Plan, Strategic Action Plan, Capital Needs Assessment Plan, Circle to Circle Plan*, staff recommendations, Board, Committee and Commission recommendations, outside groups, and citizen comments. She reviewed the process and conducted an overview of the carry-over and the proposed projects contained within the packet.

Following Staff's presentation, Chairman Scanlon asked for public comments. Lori Surlak spoke in support of the proposed Jonesville Road Pathway Project and asking for it to be prioritized.

The Commission made comments and inquiries regarding: how pathway needs are determined and prioritized; concerns regarding delays in projects due to lack of materials and/or labor; the timeframe for projects and the realization not all will be completed in one fiscal year; suggestion to consider a traffic light at Burkes Beach Road; the need to listen to public comment; and the encouragement to view the budget as a multi-year program.

Following discussion, Vice Chairman Perry moved to move the Main Street Pathway Project down the priority list as the Town has not yet acquired the property and move the proposed Jonesville Road Pathway Project up the priority list, specifically to the second place, underneath the William Hilton parkway Eastbound – Mathews Drive at Folly Field Road to Dillon Road (McDonalds). Commissioner Alfred seconded. By show of hands, the motion passed by a vote of 8-0-0.

After further discussion, Commissioner Alfred moved to recommend approval of the priority list as amended to Town Council. Commissioner O'Neil seconded. By show of hands, the motion passed 8-0-0. (Vice Chairman Perry recused himself from any item(s) related to the Island Recreation Center.)

- b. Annual Traffic Report – Presented by Darrin Shoemaker, Traffic Engineer

Mr. Shoemaker explained the requirements and process for the Annual Traffic Report. He referenced the memo and report within the packet. He stated the report summarizes trends relating to traffic demand within the Town, including June weekday traffic demand on intersections and major arterials within the Town, and includes operational analyses for the weekday morning and afternoon peak volume hours recorded at all the Town's signalized intersections. He reviewed comparisons from the previous year and the appendices to his report in detail. Mr. Shoemaker stated assessments have been conducted since the tolls

were lifted on the Cross Island Parkway regarding traffic shifts and they reflect an increase of usage of the Parkway.

Following Mr. Shoemaker's detailed presentation, the Commission made comments and inquiries regarding: traffic safety data and collision reports; concern regarding traffic flow in Sea Pines Circle; inquiry as to whether license plates are taken into consideration regarding traffic studies; confirmation that only one intersection, Squire Pope Road, does not meet the LMO requirements; clarification of the traffic control system and how it will help; and discussion regarding the timeframe and estimate of cost for the traffic control system.

Upon conclusion of the question-and-answer period, the Commission accepted the 2021 Annual Traffic Report by unanimous consent.

10. Chairman's Report

Due to time restraints, Chairman Scanlon stated the above report will be carried over to the next scheduled meeting.

11. Committee Reports

Due to time restraints, Chairman Scanlon stated the Committee Reports will be carried over to the next scheduled meeting.

12. Staff Reports

- a. Quarterly Report – *Presented by Anne Cyran, Interim Comprehensive Planning Manager*

Due to time restraints, Chairman Scanlon stated the above report will be carried over to the next scheduled meeting.

13. Adjournment

Chairman Scanlon adjourned the meeting at 4:28 p.m.

Submitted by: Vicki Pfannenschmidt, Secretary

Approved: [DATE]



TOWN OF HILTON HEAD ISLAND

Memo

TO: Planning Commission
FROM: Anne Cyran, AICP, *Interim Comprehensive Planning Manager*
DATE: February 7, 2022
SUBJECT: Planning Commission Quarterly Report: October – December 2021

The December 1 and December 15, 2021, regular meetings were cancelled due to a lack of agenda items.

Greater Island Council Beaufort County Landfill Resolution

Tony Wartko, on behalf of the Sustainability Advisory Committee of the Greater Island Council, presented a resolution regarding solid waste management and recycling for Hilton Head Island and Beaufort County.

On October 6, 2021, the Planning Commission voted 8-0-0 to forward the resolution to Town Council for their consideration.

Street Name Applications

STDV-001826-2021, Minnie Common

Request from Taiwan Scott to name an access easement off Freddie's Way as Minnie Common.

On November 3, 2021, the Planning Commission voted 7-0-0 to approve the application.

STDV-001099-2021, Bayley's Point

Request from Fire Rescue, on behalf of David Karlyk, to name seven new streets in the Bayley's Point subdivision: Sweetspire Lane; Inland Oaks Drive; Heartleaf Road; Carolus Lane; Needle Palm Court; Lone Cypress Trail; and Burl Wood Court.

On November 17, 2021, the Planning Commission voted 8-0-0 to approve the application.

Subdivision Applications

Subdivision Applications	Status
<u>SUB-002402-2021, Parcel R510 007 00D 0007 0000</u> Minor subdivision of a 5.86-acre parcel into two lots.	Applied on October 21, 2021 Under Review

Committees & Task Force

LMO Committee
The October 20, November 17, and December 15 meetings were cancelled.

Gullah-Geechee Land & Cultural Preservation Task Force	
The November 1 meeting was cancelled.	
October 4, 2021	Discussion of Street Names for Historic Neighborhoods; Update on Seasonal and Temporary Signs
December 6, 2021	Update on Education Programs and Outreach

Capital Improvement Projects

Roadway & Pathway Improvements	Status
Summit Drive Realignment and Improvements	On hold.
Shelter Cove Pathway and Parking Enhancements <ul style="list-style-type: none"> • 53 new parking spaces across from BCSO. • Pathways along Shelter Cove Lane from US 278 to Veterans Memorial • New boardwalk along Broad Creek marsh. • New bollard lighting. 	<ul style="list-style-type: none"> • Under construction. • Projected completion: April 2022.
William Hilton Parkway and Automobile Place Intersection Modifications and Pathway Enhancements Study <ul style="list-style-type: none"> • Remove driveways on William Hilton Parkway • Realign pathway as needed • Remove concrete from site • Study pathway from Beach City Road to Dillon Road 	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.

Existing Facility Improvements	Status
Cordillo Tennis Courts Redevelopment, Phase 2	<ul style="list-style-type: none"> • Under construction. • Projected completion: Summer 2022.
Islander's Beach Park Gazebo	<ul style="list-style-type: none"> • Under construction. • Projected completion: Summer 2022.

New Facilities and Infrastructure	Status
F&R Computer Systems Upgrades	Ongoing.

Beach Management & Monitoring	Status
Physical and Biological Monitoring	Ongoing.