



Town of Hilton Head Island  
**Planning Commission Meeting**  
June 2, 2021 at 9:00 a.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

**Absent from the Commission:** Todd Theodore (excused)

**Present from Town Council:** Tamara Becker, David Ames, Bill Harkins

**Present from Town Staff:** Jennifer Ray, Interim Community Development Director; Teri Lewis, Deputy Community Development Director; Anne Cyran, Senior Planner; Sheryse DuBose, Historic Neighborhoods Preservation Administrator; Teresa Haley, Senior Administrative Assistant; Karen Knox, Senior Administrative Assistant

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**1. Call to Order**

Chairman Kristian called the meeting to order at 9:00 a.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 Perry moved to approve. Commissioner McGowan seconded. By show of hands, the motion passed with a vote of 7-0-1. Vice Chairman Stevens abstained due to technical difficulties.

**5. Approval of Minutes**

a. Meeting of May 19, 2021

Chairman Kristian asked for a motion to approve the minutes of the May 19, 2021 meeting. Commissioner Alfred moved to approve. Commissioner Scanlon seconded. By show of hands, the motion passed with a vote of 7-0-1. Vice Chairman Stevens abstained due to technical difficulties.

**6. 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 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** - Chairman Kristian opened up the Public Hearing at this time.

**a. Public Hearing –**

**LMO Amendments** - The Town of Hilton Head Island is proposing to amend Chapters 2, 3, 4, 5, 10 and Appendix B and D of the Land Management Ordinance (LMO) to add and revise the following sections:

Section 16-2-101: Add Family Compound and Family Subdivision to the Summary Table of Development Review Procedures for Development Approvals and Permits; Section 16-2-102.J.1.a: Add vested rights for approval or conditional approval of an application for Family Compound and Family Subdivision; Section 16-2-103.U: Add applications for Family Compound and Family Subdivision to Appeal of Official's Decision to Planning Commission; New Section 16-2-103.X: Create purpose, applicability, review procedure, review standards, effect of approval, expiration, and amendment sections for Family Compound; New Section 16-2-103.Y: Create purpose, applicability, review procedure, review standards, effect of approval, expiration, and amendment sections for Family Subdivision; Section 16-3-104: RM-4, RM-8, RM-12: Add Family Compound and Family Subdivision Permitted with Conditions (PC) to Allowable Principal Uses; Section 16-3-105 Marshfront (MF), Mitchelville (MV), Resort Development (RD), Stoney (S), Waterfront Mixed Use (WMU), Main Street (MS), Light Commercial (LC), and Neighborhood Commercial (NC): Add Family Compound and Family Subdivision Permitted with Conditions (PC) to Allowable Principal Uses; Table 16-4-102.A.6: Add Family Compound and Family Subdivision to Principal Use Table; Section 16-4-102.B.1: Add Family Compound and Family Subdivision to Use – Specific Conditions for Principal Uses and list conditions; Table 16-5-102.C: Add to Notes that for Family Compounds and Family Subdivisions a 5' setback is required from access easements and that the minimum setback from a minor arterial shall be 25' and the minimum setback from all other streets shall be 10' and that any further reductions to the adjacent street setbacks for Family Compounds and Family Subdivisions will require a variance from the Board of Zoning Appeals (BZA); Table 16-5-102.D: Add to Notes that for Family Compounds and Family Subdivisions the minimum setback from an adjacent property shall be reduced by 10' from what is required in Table 16-5-102.D except that an adjacent use setback of 5' shall be required between single-family uses and that any further reductions to the adjacent use setbacks for Family Compounds and Family Subdivisions will require a variance from the BZA; Table 16-5-103.D: Add to Notes that for Family Compounds and Family Subdivision only the Option 1 screening requirements apply; Table 16-5-103.E: Add to Notes that for Family Compounds and Family Subdivisions adjacent use buffers shall include the minimum planting requirements per Table 16-5-103.F and add to Notes that for Family Compounds and Family Subdivisions any further reductions to the adjacent use buffers will require a variance from the BZA; Table 16-5-107.D.1: Add Family Compound and Family Subdivision; Section 16-10-105: Add general definitions for Family Compound and Family Subdivision; Appendix B: Add new section B-5 - Historic Neighborhoods Map; Appendix D: Create application and submittal requirements in new sections D-26 Family Compound and D-27 Family Subdivision. *Presented by Sheryse DuBose*

Chairman Kristian mentioned the Commission has seen these amendments once before. Town Council has revised them and the amendments are back to the Commission for review.

Sheryse DuBose gave a brief overview of the amendments and stated staff recommends that the Planning Commission vote to move forward a recommendation to the Public Planning Committee on the Family Compound and Family Subdivision LMO Amendments.

Public comment received through the Open Town Hall Portal were provided to the Commission for review and made a part of the meeting record. There were no citizens that signed up to give public comment by phone during the meeting. Chairman Kristian closed the public hearing.

The Commission made comments and inquired as to how many family members were waiting for this to pass. It is estimated there are 3-5 families waiting. The Commission asked if there were there any other changes that Town Council made to the proposal after it went through Planning Commission. No additional changes were made. The Commission inquired if Beaufort County's LMO Program for Family Compounds was successful in meeting the needs of those who are eligible. Beaufort County's Program is slightly more restrictive than what the Town is proposing, but would require further research to determine how successful it is.

After a brief discussion, Commissioner Scanlon moved to approve. Commissioner McGowan seconded. By way of roll call, the motion passed by a vote of 8-0-0.

**b. Election of Officers for July 1, 2021 – June 30, 2022 term**

Commissioner Alfred moved to elect Michael Scanlon as Chairman and Alan Perry as Vice Chairman to serve the new term. Commissioner Campbell seconded. By verbal confirmation, the motion passed by a vote of 8-0-0.

Commissioner Scanlon moved to elect Teresa Haley as Secretary to serve the new term. Commissioner Perry seconded. By verbal confirmation, the motion passed by a vote of 8-0-0.

**9. Commission Business – None**

**10. Chairman's Report** – Chairman Kristian mentioned the final meeting of this Commission will be on June 16<sup>th</sup>.

**11. Committee Reports –**

**Gullah Geechee Land & Cultural Preservation Task Force** – Vice Chairman Stevens thanked the Commission for moving the Family Compound and Family Subdivision forward. He recognized Dr. DuBose for her work and staying steadfast with keeping these items moving. He noted the June 7<sup>th</sup> Task Force Meeting was cancelled.

**LMO Committee** – Commissioner McGowan stated a meeting is scheduled for June 16<sup>th</sup> and staff is introducing the first sets of 2021 LMO Amendments.

**12. Staff Report**

Anne Cyran stated that for the June 16<sup>th</sup> Agenda there was a Zoning Map Amendment Application advertised and letters were sent to adjacent property owners. That Application has been withdrawn. A member of the Greater Island Council will be speaking during Appearance by Citizens and a letter will be sent to the Commission by the Greater Island Council regarding County Waste Management. Ms. Cyran also reminded there is one month remaining to complete training for the Boards and Committees – this is State

required. Ms. Haley had sent out previous emails to those Commissioners who still have training required. Please contact Ms. Haley if you have any questions.

### **13. Adjournment**

The meeting was adjourned at 9:25 a.m.

**Submitted by:** Karen D. Knox, Secretary

**Approved:** June 16, 2021