



**Town of Hilton Head Island  
Planning Commission Meeting  
Wednesday, October 3, 2018 – 9:00 a.m.  
Benjamin M. Racusin Council Chambers  
AGENDA**

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*As a Courtesy to Others Please Turn Off All Cell Phones and Pagers during the Meeting.*

- 1. Call to Order**
- 2. Pledge of Allegiance to the Flag**
- 3. Roll Call**
- 4. Freedom of Information Act Compliance**  
Public notification of this meeting has been published, posted, and distributed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.
- 5. Approval of Agenda**
- 6. Approval of Minutes** – Meeting of September 5, 2018
- 7. Appearance by Citizens on Items Unrelated to Today’s Agenda**
- 8. Unfinished Business**
- 9. New Business**
- 10. Commission Business**
  - a. Review and Adoption of 2019 Meeting Schedule
- 11. Chairman’s Report**
- 12. Committee Report**
- 13. Staff Report**
  - a. Update on Affordable Workforce Housing Initiative – *Presented by Jennifer Ray*
  - b. Quarterly Report – *Presented by Anne Cyran*
- 14. Adjournment**

*Please note that a quorum of Town Council may result if four or more of their members attend this meeting.*

**TOWN OF HILTON HEAD ISLAND**  
**Planning Commission**  
**Minutes of the September 5, 2018 – 9:00 a.m. Meeting**  
**Benjamin M. Racusin Council Chambers**

Commissioners Present: Chairman Alex Brown, Vice Chairman Peter Kristian, Leslie McGowan, Glenn Stanford, Judd Carstens, Caroline McVitty, Michael Scanlon

Commissioners Absent: Todd Theodore (excused), Lavon Stevens (unexcused)

Town Council Present: Kim Likins, David Ames, John McCann

Town Staff Present: Shawn Colin, Deputy Director of Community Development; Carolyn Grant, Communications Director; Brian Hulbert, Staff Attorney; Jennifer Ray, Planning & Special Projects Manager; Teresa Haley, Senior Administrative Assistant

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**1. Call to Order**

Chairman Brown called the meeting to order at 9:02 a.m.

**2. Pledge of Allegiance to the Flag**

**3. Roll Call**

**4. Freedom of Information Act Compliance**

Public notification of this meeting has been published, posted, and distributed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.

**5. Approval of Agenda**

Vice Chairman Kristian moved to approve the agenda as presented. Commissioner Stanford seconded. The motion passed unanimously.

**6. Approval of Minutes – Meeting of August 15, 2018**

Vice Chairman Kristian moved to approve the minutes of the August 15, 2018 meeting as amended. Commissioner Stanford seconded. The motion passed unanimously.

**7. Appearance by Citizens on Items Unrelated to Today's Agenda – None**

**8. Unfinished Business – None**

**9. New Business**

- a. Recommendation from the Comprehensive Plan Committee on the Process and Principles and the Branding of Phase 2 of the Vision “Reinventing Sustainability...Again” and the Comprehensive Plan.

Commissioner Carstens presented opening remarks. Ms. Ray made a presentation on the recommendations. Staff recommends the Planning Commission forward the proposed principles and process to direct Phase 2 of the Vision and align it with the Comprehensive

Plan to Town Council with a recommendation of approval. Staff recommends the Planning Commission forward to Town Council with a recommendation of approval a proposal to continue to use the *Hilton Head Island – Our Future* brand for Phase 2 of the Vision.

Chairman Brown requested comments from the Commission. The Commission made comments and inquiries regarding: coordination with anchor institutions including the neighboring county as per state law; reaching milestones and coordinating community celebrations; and staff has a list of the citizens who participated in Phase 1 and who signed up to receive information on the continuing process.

Chairman Brown asked for public comments. Randy Tardy presented statements regarding differing views in the community, placing emphasis on Mitchelville and Coligny to help the Vision come forth and increase tourism, consideration of the northern end of the island and native islanders, and support for the Vision. Owen Ambur presented statements regarding his difficulty in using the Visioning goals as framework for the Comp Plan and expressed interest to see Staff accomplish it, and using technology to enable public input.

The Commission commended Staff on their work to this point and expressed the importance of staying engaged with the community. The Commission made additional comments and inquiries regarding: funding the process and principles going forward; work groups associated with the Vision pillars and the process to create the work groups; Staff will clarify how the Commission, the Comprehensive Plan Committee, and potential community work groups will work together and separately; suggestion to change the name of the proposed Our Plan Development Team to Public Input Task Force; the proposed timeline and schedule of events; expanding beyond the nine required state elements of the Comprehensive Plan; avoiding the perception of gated versus non-gated communities; planning for and supporting all elements of the Comprehensive Plan collectively for success; and implementing the proposed key metrics.

Chairman Brown asked the Commission to consider as part of a motion that the selection of the task group membership be worked out and that such group name be changed to the Public Input Task Force as discussed.

Commissioner Scanlon moved that the selection of the membership of the task force of public citizens be clarified and it be put into the chart (Exhibit C) as the “Public Input Task Force”, where it previously had been referred to as the Our Plan Development Team. Commissioner Scanlon further moved to forward Staff’s recommendation – to forward the proposed principles and process to direct Phase 2 of the Vision and align it with the Comprehensive Plan to Town Council with a recommendation of approval; and to continue to use the *Hilton Head Island – Our Future* brand for Phase 2 of the Vision. Vice Chairman Kristian seconded. The motion passed with a vote of 7-0-0.

## **10. Commission Business – None**

**11. Chairman's Report – None**

**12. Committee Report**

Vice Chairman Kristian reported the LMO Committee is looking into dates to meet.

Commissioner Stanford indicated the CIP Committee plans to report on the status of CIP projects in October. The full CIP process and meetings will begin after the New Year.

**13. Staff Report**

Ms. Ray asked the Commission to complete the surveys at the dais regarding continuing education training topics and times.

Chairman Brown asked Mr. Colin to clarify information regarding the recently hired consultant for Affordable Workforce Housing. Mr. Colin indicated the Town has executed a contract with a consultant to address Affordable Workforce Housing and develop the Town's own strategic plan regarding the same. The County created a position to manage workforce housing programs and initiatives for the County. The Housing Needs Assessment was performed by the consultant that the County hired separately.

The Commission asked for a report from the consultant regarding details of Affordable Workforce Housing funding sources and a general report on the first meeting of the consultant with the Public Planning Committee.

**14. Adjournment**

The meeting was adjourned at 10:04 a.m.

Submitted by: Teresa Haley, Secretary

Approved:

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Alex Brown, Chairman

# Town of Hilton Head Island PLANNING COMMISSION 2019 Meeting Schedule

All meetings will be held in Benjamin M. Racusin Council Chambers at Town Hall, One Town Center Court, unless otherwise posted. Changes to meeting dates, times and/or the location will be posted.

Meeting dates are Wednesdays. Application deadlines are Mondays, unless otherwise noted.

PUBLIC MEETING DATES	MEETING TIMES	APPLICATION DEADLINES
January 2, 2019	9:00 a.m.	December 3, 2018
January 16, 2019	3:00 p.m.	December 17, 2018
February 6, 2019	9:00 a.m.	January 7, 2019
February 20, 2019	3:00 p.m.	*Friday, January 18, 2019
March 6, 2019	9:00 a.m.	February 4, 2019
March 20, 2019	3:00 p.m.	February 18, 2019
April 3, 2019	9:00 a.m.	March 4, 2019
April 17, 2019	3:00 p.m.	March 18, 2019
May 1, 2019	9:00 a.m.	April 1, 2019
May 15, 2019	3:00 p.m.	April 15, 2019
June 5, 2019	9:00 a.m.	May 6, 2019
June 19, 2019	3:00 p.m.	May 20, 2019
July 3, 2019	9:00 a.m.	June 3, 2019
July 17, 2019	3:00 p.m.	June 17, 2019
August 7, 2019	9:00 a.m.	July 8, 2019
August 21, 2019	3:00 p.m.	July 22, 2019
September 4, 2019	9:00 a.m.	August 5, 2019
September 18, 2019	3:00 p.m.	August 19, 2019
October 2, 2019	9:00 a.m.	**Friday, August 30, 2019
October 16, 2019	3:00 p.m.	September 16, 2019
November 6, 2019	9:00 a.m.	October 7, 2019
November 20, 2019	3:00 p.m.	October 21, 2019
December 4, 2019	9:00 a.m.	November 4, 2019
December 18, 2019	3:00 p.m.	November 18, 2019

**Note:** The April 17, 2019 meeting falls during the week of the RBC Heritage.

\* The application deadline is Friday, January 18<sup>th</sup> because Town Hall will be closed on Monday, January 21<sup>st</sup> in observance of Martin Luther King, Jr. Day.

\*\*The application deadline is Friday, August 30<sup>th</sup> because Town Hall will be closed on Monday, September 2<sup>nd</sup> in observance of Labor Day.

All applications for review by the Planning Commission must be received by the Community Development Information Center a minimum of thirty (30) days prior to the public meeting date. Please refer to Chapter 2 of the Town's Land Management Ordinance for additional information.

# PLANNING COMMISSION QUARTERLY REPORT

## 3<sup>rd</sup> QUARTER 2018

### Previously Reviewed Applications and Documents

Comprehensive Plan
<p>On September 5<sup>th</sup>, the Planning Commission approved the following motion by a vote of 7-0-0:</p> <ul style="list-style-type: none"> <li>• That the selection of the membership of the task force of public citizens be clarified and it be put into the chart (Exhibit C) as the “Public Input Task Force”, where it previously had been referred to as the Our Plan Development Team;</li> <li>• To forward the proposed principles and process to direct Phase 2 of the Vision and align it with the Comprehensive Plan to Town Council with a recommendation of approval; and</li> <li>• To continue to use the <i>Hilton Head Island – Our Future</i> brand for Phase 2 of the Vision.</li> </ul>

Subdivision Applications	Status
<b><u>SUB-001381-2016 Wild Horse Road:</u></b> 3 single family lots located at 226 Wild Horse Road.	<u>Under Review</u> Waiting for applicant’s resubmittal
<b><u>SUB-000291-2017 Hudson Property:</u></b> 3 single family lots at 307 & 311 Gumtree Road.	<u>Under Review</u> Waiting for applicant’s resubmittal
<b><u>SUB-002253-2017 618 Spanish Wells Road:</u></b> 12 duplex lots and 1 single family lot located at 618 Spanish Wells Road.	<u>Under Review</u> Waiting for applicant’s resubmittal
<b><u>SUB-001079-2018 Ocean Breeze Cottages:</u></b> 39 single family lots located off of 66 Mitchelville Road.	Under Review
<b><u>SUB-001102-2018 Mitchell Subdivision:</u></b> 5 single family lots located at 90 Marshland Road.	Under Review
<b><u>SUB-001507-2018 4 Barnacle Road:</u></b> Deconsolidate lot into two original lots in Port Royal Plantation.	Approved on August 10, 2018
<b><u>SUB-001965-2018 Woodpecker Lane Subdivision:</u></b> 8 single family lots located at 11 Woodpecker Lane.	Under Review
<b><u>SUB-002021-2018 Fish Haul Road Subdivision:</u></b> 2 single family lots located at 117 and 121 Fish Haul Road.	Under Review

## Planning Commission Quarterly Report – 3<sup>rd</sup> Quarter 2018

Zoning Map Amendments	Status
<p><b><u>ZA-001467-2018 280 Fish Haul Road:</u></b> Request from property owners Thomas C. Barnwell Jr. and Perry White to amend the Official Zoning Map by changing the zoning designation of an undeveloped 6.22-acre parcel located at 280 Fish Haul Road. The parcel is bisected by Fish Haul Road. The request is to rezone the northern portion from RM-4 (Low to Moderate Density Residential) to MV (Mitchelville), and to rezone the southern portion from RM-8 (Moderate Density Residential) to MV (Mitchelville). It is further identified as Beaufort County Tax Map 4, Parcel 16. The effect of this rezoning will be to increase the available density and to increase the number and type of allowable uses.</p>	<p><b><u>Pending</u></b></p> <p>The Planning Commission approved the application on August 15, 2018.</p> <p>At the September 18, 2018 Town Council meeting, a motion to approve the application failed by a vote of 2-5-0. Town Council will consider a Resolution to deny the application at an upcoming meeting.</p>
<p><b><u>ZA-001482-2018 107 Leg O’ Mutton Road:</u></b> Request from Mike Thomas, with Thomas Design Group, LLC, to amend the Official Zoning Map by changing the zoning designation of an undeveloped 3.73-acre parcel located at 107 Leg O’ Mutton Road from RM-4 (Low to Moderate Density Residential) to PD-1 Indigo Run (Planned Development Mixed Use). It is further identified as Beaufort County Tax Map 8, Parcel 123A. The effect of this rezoning will be to increase the available density and to define the allowable uses.</p>	<p><b><u>Withdrawn</u></b></p> <p>This application was withdrawn prior to the August 15, 2018 Planning Commission meeting.</p>

### Committees & Task Force

Comprehensive Plan Committee	
<u>July 31<sup>st</sup></u>	Met to discuss the revised principles and process to direct Phase 2 of the Vision and to align it with the Comprehensive Plan.
<u>August 13<sup>th</sup></u>	Met to discuss the revised principles and process to direct Phase 2 of the Vision and to align it with the Comprehensive Plan.
<u>August 23<sup>rd</sup></u>	<p>Met to consider a recommendation to forward the proposed principles and process to direct Phase 2 of the Vision and align it with the Comprehensive Plan to the full Planning Commission with a recommendation of approval. Also to consider a recommendation to forward to the full Planning Commission with a recommendation of approval a proposal to continue to use the <i>Hilton Head Island – Our Future</i> brand for Phase 2 of the Vision.</p> <p>Forwarded the proposed principles and process to direct Phase 2 of the Vision and align it with the Comprehensive Plan to the full Planning Commission with a recommendation of approval.</p> <p>Recommended to the full Planning Commission to begin the process with the current brand as it exists and to have part of the process be a further discussion and refinement of the brand to fit the implementation strategy as finally approved.</p>

## Planning Commission Quarterly Report – 3<sup>rd</sup> Quarter 2018

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

The Walker Collaborative was selected as the consultant for the Gullah-Geechee Culture Preservation Project. The consultant will provide sustainable ideas to address various topics related to heirs' property and the preservation of the Gullah culture. The consultant kick-off meeting was held on Tuesday, September 25<sup>th</sup>.

### Ongoing Capital Improvement Projects

Pathways	Status
South Forest Beach (SFB) from Coligny Circle to Tanglewood Drive  Tanglewood Drive from SFB to Cordillo Parkway	<ul style="list-style-type: none"> <li>• Anticipated start of construction Fall 2018.</li> <li>• Target completion June 2019.</li> </ul>

Roadway Improvements	Status
Office Park/Pope/New Orleans Intersection – USCB Roadway Improvements	Complete.
Coligny Road Projects: <ul style="list-style-type: none"> <li>• Lagoon/Pope Intersection</li> <li>• Nassau Extension</li> </ul>	<ul style="list-style-type: none"> <li>• Anticipated start of construction Fall 2018.</li> <li>• Target completion June 2019.</li> </ul>
Mast Arm – William Hilton Parkway and Pembroke Drive	<ul style="list-style-type: none"> <li>• Target completion Fall 2018.</li> </ul>

Park Development	Status
Island Recreation Center Expansion	<ul style="list-style-type: none"> <li>• Under construction.</li> <li>• Target completion October 2018.</li> </ul>

Existing Facilities and Infrastructure	Status
Fire Station #2	On hold.

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