



Town of Hilton Head Island  
**Planning Commission Meeting**  
Wednesday, January 5, 2022, 9:00 a.m.  
**AGENDA**

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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 November 17, 2021

**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 4:30 p.m. Tuesday, January 4, 2022. Citizens may also submit written comments via the [Town's Open Town Hall Portal](#). The portal will close at 4:30 p.m. Tuesday, January 4, 2022. 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**

a. **STDV-002601-2021** – Request from Hilton Head Island Fire Rescue, on behalf of Richette Mitchell and her family, to name a new access easement off Marshland Road as Oyster Man's Trace. *Presented by Fire Rescue Staff*

**10. Commission Business**

**11. Chairman's Report**

**12. Committee Reports**

**13. Staff Reports**

**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**  
November 17, 2021, at 3:00 p.m. Virtual Meeting  
**MEETING MINUTES**

**Present from the Commission:** Chairman Michael Scanlon, Vice Chairman Alan Perry, Stephen Alfred, Bruce Siebold, Rick D'Arienzo, Tom Henz, John Campbell, Jim Collett

**Absent from the Commission:** Mark O'Neil (excused)

**Present from Town Council:** Tom Lennox

**Present from Town Staff:** Teri Lewis, Deputy Community Development Director; Nicole Dixon, Development Review Administrator; Joheida Fister, Deputy Fire Chief – Administration/Fire Marshal; Becky Neugent, E911 Communications Manager; Missy Luick, Senior Planner; Anne Cyran, Interim Comprehensive Planning Manager; Teresa Haley, Senior Administrative Assistant; Vicki Pfannenschmidt, Temporary Administrative Assistant

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**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. Vice Chairman Perry moved to approve. Commissioner Siebold seconded. By show of hands, the motion passed with a vote of 7-0-0.

**6. Approval of Minutes**

**a. Meeting of November 3, 2021**

Chairman Scanlon asked for a motion to approve the minutes of the November 3, 2021, meeting. Commissioner Alfred moved to approve. Commissioner Vice Chairman Perry seconded. By show of hands, the motion passed with a vote of 6-0-1. (Mr. Henz abstained as he was not present at the subject meeting.)

**7. Appearance by Citizens**

Public comments concerning agenda items were submitted electronically via the Open Town Hall portal. There were no comments of 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 were no requests.

**8. Unfinished Business** – None

Mr. Collett joined the meeting at this time.

## 9. New Business

- a. **STDV-001099-2021** – Request from Fire Rescue, on behalf of David Karlyk, to name seven streets in the Bayley's Point development: Sweetspire Lane; Inland Oaks Drive; Heartleaf Road; Carolus Lane; Needle Palm Court; Lone Cypress Trail; and Burl Wood Court.  
*Presented by Fire Rescue Staff*

Becky Neugent informed the Commission that Hilton Head Island Fire Rescue proposes to name the seven streets in the Bayley's Point subdivision based on the review criteria outlined in the Land Management Ordinance Section 16-2-103.O.4.

Ms. Neugent reviewed the staff report included in the packet noting that Town staff, Fire Rescue Dispatch, and Beaufort County Dispatch have determined: the proposed street names are not duplicated within the Town or Beaufort County; the proposed names are not phonetically similar to an existing street or vehicular access easement; the proposed names will not likely be confused with an existing street or vehicular access easement; the proposed names are simple, logical, and easy to read and pronounce; the proposed names are clear and brief; and the proposed names do not include frivolous or complicated words or unconventional spelling.

Ms. Neugent stated the streets serve the development but would not extend beyond the development. She added that the proposed street names were selected because they are all related to indigenous plants or trees on Hilton Head Island.

After discussion, Commissioner Henz moved to approve STDV-001099-2021. Commissioner Collett seconded. By show of hands, the motion passed by a vote of 8-0-0.

## 10. Commission Business

- a. Review and Adoption of 2022 Meeting Schedule

Vice Chairman Perry moved to approve. Commissioner Campbell seconded. By show of hands, the motion was approved by a vote of 8-0-0.

## 11. Chairman's Report

Chairman Scanlon reported he met with the Mayor and Town Manager to discuss the relationship between Town Council and the Planning Commission. He stated he extended congratulations on the upcoming Strategic Plan and noted it blends well with *Our Plan*. He invited Mr. Orlando to appear before the Commission to brief them on the Strategic Plan. He stated they will be working on a date for the briefing.

## 12. Committee Reports – None

## 13. Staff Reports

Ms. Cyran reported there were no items for the upcoming meeting scheduled for December 1. She stated she would be working with the Chairman regarding cancellation.

Ms. Cyran reported the Rules of Procedure Committee has scheduled a meeting on January 10, 2022, at 2:30 p.m. and the Town Council has scheduled a Workforce Housing Workshop on January 26, 2022, at 10:00 a.m. and asked them to mark their calendars.

## 14. Adjournment

Chairman Scanlon adjourned the meeting at 3:21 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 #	New Street Name	Public Hearing Date
STDV-002601-2021	Oyster Man's Trace	January 5, 2022

Parcel or Location	Applicant	Agent
R510 008 000 027E 0000 R510 008 000 027A 0000 R510 008 000 0643 0000	Richette Mitchell & Family PO Box 21121 Hilton Head Island, SC 29925	Becky Neugent, 911 Communications Manager Hilton Head Island Fire Rescue 40 Summit Drive Hilton Head Island, SC 29926
Addresses to Change	Proposed Addresses	
94 Marshland Road 60 Evelina Road 64 Evelina Road	New addresses off vehicular access easement Oyster Man's Trace	

**Application Summary**

Hilton Head Island Fire Rescue, on behalf of Richette Mitchell and her family, proposes to name a new vehicular access easement off Marshland Road as Oyster Man's Trace. The new vehicular access easement will serve three homes.

Naming the new vehicular 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 a newly developed vehicular access easement Oyster Man's Trace based on the review criteria outlined in Land Management Ordinance Section 16-2-103.O.4 and enclosed herein.

**Background**

Fire Rescue assigned two new addresses off Evelina Road several months ago when a submission for two new homes was submitted. After the address assignments were completed, there was concern by a homeowner regarding the access to those homes off her property. The decision was made to change the access from Evelina Road to the new

proposed vehicular access easement off Marshland Road which will directly affect the addresses and emergency response.

The new access easement must be named to issue new addresses for the three homes that will use the access easement, per the Fire Rescue addressing standards. The home with the address of 92 Marshland Road will not need to change its address as the result of this application.

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

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

1. The proposed vehicular access easement, Oyster Man's Trace, **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 Oyster Man's Trace is simple, logical, easy to read and pronounce.
2. Town staff, Fire Rescue Dispatch, and Beaufort County Dispatch determined Oyster Man's Trace is clear and brief.

3. Town staff, Fire Rescue Dispatch, and Beaufort County Dispatch determined Oyster Man's Trace does not include frivolous or complicated words or unconventional spelling.

**Conclusion of Law:**

1. The proposed vehicular access easement, Oyster Man's Trace, **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 vehicular access easement Oyster Man's Trace was selected because the current owner's grandfather was an oyster man on Hilton Head Island.
2. The Mitchell family would like the opportunity to preserve their family Gullah heritage.
3. Town staff chose Oyster Man's Trace after consulting with the family members who are assisting in the developing of the property.

**Conclusion of Law:**

1. The proposed vehicular access easement, Oyster Man's Trace, **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. Oyster Man's Trace is the only vehicular access easement 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 Oyster Man's Trace 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 Oyster Man's Trace 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 Oyster Man's Trace is a name for an access easement, not a street.

**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).*

**Findings of Fact:**

- 1. The subject roadway is a vehicular access easement.
- 2. The proposed name is Oyster Man’s Trace.

**Conclusion of Law:**

- 1. The proposed vehicular access easement, Oyster Man’s Trace, **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

December 1, 2021  
 \_\_\_\_\_  
 DATE

**REVIEWED BY:**

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

December 1, 2021  
 \_\_\_\_\_  
 DATE

**REVIEWED BY:**

JL  
 \_\_\_\_\_  
 Jayme Lopko, AICP  
 Senior Planner

December 2, 2021  
 \_\_\_\_\_  
 DATE

**ATTACHMENTS:**

- A) Applicant’s Narrative
- B) Location Map



## Luick, Missy

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**From:** Richette Mitchell <[REDACTED]>  
**Sent:** Wednesday, November 17, 2021 2:07 PM  
**To:** Luick, Missy  
**Subject:** staples\_scan.pdf  
**Attachments:** staples\_scan.pdf



THIS MESSAGE ORIGINATED OUTSIDE YOUR ORGANIZATION

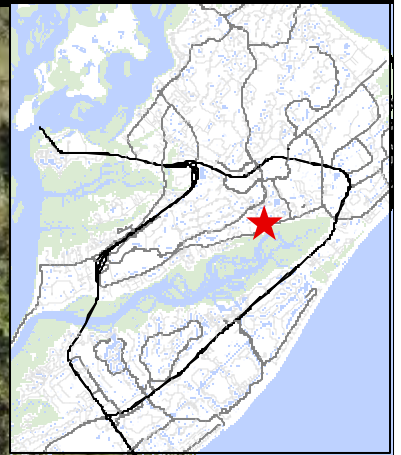
Richette Mitchell

These names are very important to my family because my grandfather loves oysters and his boat.

Sent from my iPhone

# Legend

-  Proposed New Vehicular Access Easement Location
-  Parcel Lines

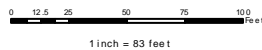


**Proposed New Vehicular Access Easement Location**



TOWN OF HILTON HEAD ISLAND  
ONE TOWN CENTER COURT  
HILTON HEAD ISLAND, S.C. 29928  
PHONE (843) 341-4600  
11/30/2021

## Town of Hilton Head Island Proposed New Street - 60 & 64 Evelina Road and 92 & 94 Marshland Road



This information has been compiled from a variety of unverified general sources at various times and as such is intended to be used only as a guide. The Town of Hilton Head Island assumes no liability for its accuracy or state of completion.