



Town of Hilton Head Island  
**Planning Commission Meeting**  
**Wednesday, April 19, 2023, 2:00 p.m.**  
**AGENDA**

---

The Planning Commission Meeting will be held in person at Town Hall in the Benjamin M. Racusin Council Chambers. The meeting can be broadcast and can be viewed at: [Beaufort County Channel](#), the [Town's YouTube Channel](#), and Spectrum Channel 1304.

**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. Special Meeting of March 8, 2023
- b. Regular Meeting of March 15, 2023
- c. Special Meeting of March 29, 2023

**7. Appearance by Citizens**

Citizens may submit written comments via the [Town's Open Town Hall Portal](#). The portal will close at 4:30 p.m. the day prior to the scheduled meeting. Comments submitted through the portal will be provided to the Commission and made part of the official record.

**8. Unfinished Business**

**9. New Business**

- a. 2022 Traffic Monitoring & Evaluation Report
- b. Rules of Procedure

**10. Commission Business**

**11. Chairman's Report**

**12. Staff Reports**

- a. Quarterly Report

**13. 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 Special Meeting**

March 8, 2023, at 3:00 p.m.

## **MEETING MINUTES**

**Present from the Commission:** Mike Scanlon, Chairman; Mark O'Neil, Vice-Chairman, Bruce Siebold; Tom Henz; John Campbell, Rick D'Arienzo

**Present from Town Staff:** Missy Luick, *Assistant Community Development Director*; Shea Farrar, *Senior Planner*; Ashley Goodrich, *Principal Planner*; Karen Knox, *Senior Administrative Assistant*; Brian Glover, *Administrative Assistant*

**Present from Town Council:** Glenn Stanford, Tamara Becker

---

### **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**

As noted above.

### **5. Approval of Agenda**

Chairman Scanlon asked for a motion to approve the agenda. Commissioner Siebold moved to approve. Vice-Chairman O'Neil seconded. By a show of hands, the Motion passed with a vote of 6-0-0.

### **6. Appearance by Citizens**

Public comments concerning agenda items were to be submitted electronically via the Open Town Hall portal. No comments were received on the Open Town Hall Portal. No citizens spoke at the Meeting.

### **7. Unfinished Business**

None

### **8. New Business**

- a. Review of Proposed Ordinance 2023-08 Amending Section 16-2-103.(F)

Ms. Goodrich provided an overview of the proposed amendment for review by the Planning Commission. She provided details on the differences between major and minor subdivisions, as well as commercial subdivisions. Ms. Luick provided additional information about the changes suggested in the amendment. After a short discussion, Chairman Scanlon asked for a motion.

Commissioner D'Arienzo moved to strike "single-family residential" from the first and second paragraphs. Amended to add "major" to the second paragraph. Commissioner Siebold seconded the motion. The motion carried with a vote of 5-1-0. Commissioner. Henz voted against the motion.

Vice-Chairman O'Neil moved to forward the proposed amendments to Town Council. Commissioner Campbell seconded the motion. The motion carried with a vote of 5-1-0. Commissioner Henz voted against the motion.

**9. Commission Business**

None

**10. Chairman's Report**

None

**11. Staff Reports**

None

**12. Adjournment**

Chairman Scanlon adjourned the meeting at 3:24 p.m.

**Submitted by:** Brian Glover  
Administrative Assistant

**Approved:** [DATE]



Town of Hilton Head Island  
**Planning Commission Meeting**

March 15, 2023, at 2:00 p.m.

**MEETING MINUTES**

**Present from the Commission:** Mike Scanlon, Chairman; Mark O'Neil, Vice-Chairman, Bruce Siebold; Rick D'Arienzo; Tom Henz; John Campbell

**Present from Town Staff:** Shawn Colin, *Assistant Town Manager Community Development*; Missy Luick, *Assistant Community Development Director*; Taylor Ladd, *Interim Community Planning Manager*; Shea Farrar, *Senior Planner*; Krishana Perry, *Principal Planner Historic Neighborhood Preservation*; Ashley Goodrich, *Principal Planner*; Karen Knox, *Senior Administrative Assistant*; Brian Glover, *Administrative Assistant*

**Present from Town Council:** Glenn Stanford, Patsy Brison, Tammy Becker

---

**1. Call to Order**

Chairman Scanlon called the meeting to order at 2:00 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**

As noted above.

**5. Approval of Agenda**

Chairman Scanlon asked for a motion to approve the agenda. Commissioner Henz moved to approve. Commissioner Siebold seconded. By a show of hands, the motion passed with a vote of 6-0-0.

**6. Approval of Minutes**

**a. Meeting of February 15, 2023**

Chairman Scanlon asked for a motion to approve the Minutes of February 15, 2023. Commissioner Henz moved to approve. Commissioner O'Neil seconded. By a show of hands, the motion passed with a vote of 6-0-0.

**7. Appearance by Citizens**

Public comments concerning agenda items were to be submitted electronically via the Open Town Hall portal. The comments that were received on the Open Town Hall Portal were sent to the Commission and made part of the official record. Mr. Taiwan Scott, Mr. Radu Chindris, and Mr. Carl Braden spoke about the potential impacts of the LMO Amendments.

## 8. Unfinished Business

None

## 9. New Business

### a. Public Hearing

**LMO Amendments** – The Town of Hilton Head Island is proposing to amend Chapters 4 and 10 of the Land Management Ordinance (LMO) to revise the following sections:

Section 16-4-103.D.2, 16-4-103.E.2 and 16-10-105 to eliminate the allowance of divisible swelling units; and Section 16-10-103.A.2 to modify multifamily and single-family definitions.

Chairman Scanlon asked for a motion to open the Public Hearing. Commissioner Siebold moved to open the Public Hearing. Commissioner D'Arienzo seconded. The Motion passed with a vote of 6-0-0.

Ms. Luick provided the staff's presentation on the amendments. Additionally, she covered information about the comments received on the online portal. Following her presentation, she answered many questions from the Commission about the purpose, impact, and goals of the LMO amendments.

Ms. Goodrich and Mr. Colin answered further questions from the Commission. The Commission had a lengthy discussion on the topic, then asked for public comments. Mr. Scott, Mr. Williams, Mr. Chindris, Mr. Storin, and Mr. Braden provided input on the amendments.

Vice-Chairman O'Neil moved to send the amendments back for further analysis. Commissioner Henz seconded. The motion carried with a vote of 6-0-0.

Chairman Scanlon closed the Public Hearing at 2:52 p.m.

### b. Proposed Amendments to Planning Commission Rules of Procedure

Ms. Luick provided the staff's presentation on the proposed changes to the Rules of Procedure. Mr. Deford provided some additional information on the purpose of the changes.

Mr. Williams expressed concerns about the availability of the draft amendments for the public.

The Commission held a discussion on the wording of each part of the amendment.

Mr. Williams commented that the amendment did not have a proper notification for the current Planning Commission Rules and Procedure.

Chairman Scanlon moved that the item be withdrawn. Commissioner Henz seconded the motion. The motion carried with a vote of 6-0-0. Chairman Scanlon asked that the amendment is prepared for the next meeting and that the appropriate public notice is posted.

### c. Proposed Revised 2023 Meeting Schedule

Ms. Luick advised that this item would be withdrawn because it cannot be done without changing the Planning Commission Rules and Procedures.

## **10. Commission Business**

Chairman Scanlon advised that a nominating committee needs to be formed due to his resignation. He asked that Commissioners Campbell, O'Neil, and Siebold serve on the Committee.

## **11. Chairman's Report**

Chairman Scanlon discussed his resignation and thanked many of his colleagues and the town staff.

## **12. Staff Reports**

Mr. Brian Eber gave an update on the ongoing Deep Well project, as discussed during the previous meeting. He stated that they are currently approved to drill one shallow well and one deep well. At this time, Town staff is not satisfied with the conditions at the site. However, they have provided plans to mitigate these issues which meet town standards. The Motorcoach Resort has chosen to pursue legal action with South Island Public Service District.

## **13. Adjournment**

Chairman Scanlon adjourned the meeting at 3:24 p.m.

**Submitted by:** Brian Glover

Administrative Assistant

**Approved:** [DATE]



Town of Hilton Head Island  
**Planning Commission Meeting**

March 29, 2023, at 3:00 p.m.

**MEETING MINUTES**

**Present from the Commission:** Mark O'Neil, Vice-Chairman; Rick D'Arienzo; Tom Henz; John Campbell; Chuck Lobaugh; Albert Mealer; Ellen Whaley

**Present from Town Staff;** Joshua A. Gruber, *Deputy Town Manager*; Angie Stone, *Assistant Town Manager*; Missy Luick, *Assistant Community Development Director*; Bob Bromage, *Director of Public Safety*; Shea Farrar, *Senior Planner*; Krishana Perry, *Principal Planner Historic Neighborhood Preservation*; Karen Knox, *Senior Administrative Assistant*; Brian Glover, *Administrative Assistant*

**Present from Town Council:** Glenn Stanford, Patsy Brison, Tammy Becker, Steve Alfred

**Other's Present:** Curtis Coltrane, Esquire

---

**1. Call to Order**

Vice-Chairman Mark O'Neil 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**

**5. Swearing in Ceremony of New Commissioners:**

Josh Gruber, Deputy Town Manager, swore in Chuck Lobaugh, Albert Mealer, and Ellen Whaley and thanked them for serving.

**6. Approval of Agenda**

Chairman O'Neil asked for a motion to approve the agenda. Commissioner Lobaugh moved to approve. Commissioner D'Arienzo seconded. By a show of hands, the motion passed with a vote of 7-0-0.

**7. Approval of Minutes**

None

**8. Appearance by Citizens**

Many citizens spoke about development on the island and the impacts of the LMO changes. Those citizens included Kelly Leblanc, Mark Simmson, Skip Hoaglin, Ronda Carper, Daniel Anthony, Mary Pratt, Karl Braden, Newton Green, Jack Daly, Amy Fee, George Poletta, and Joe Judge.

Josephine Wright spoke about her treatment by developers trying to purchase her property.

## **9. Unfinished Business**

- a. LMO Amendments – The Town of Hilton Head Island is proposing to amend Chapters 4 and 10 of the Land Management Ordinance (LMO) to revise the following sections: Section 16-4-103.D.2, 16-4-103.E.2, and 16-10-105 to eliminate the allowance of divisible dwelling units; and Section 16-10-103.A.2 to modify multifamily and single-family definitions.

Ms. Luick provided the staff's presentation as included in the packet. The commission asked about the locations of the properties, the buffer regulations, and the creation of non-conforming structures.

Commissioner Henz moved to approve the amendments. Commissioner Lobaugh seconded the motion. With a motion on the floor, the commission held a short discussion on the motion. The discussion was open to public comment, and several citizens spoke. The chairman called for a vote on the motion. The motion was carried with a vote of 7-0-0.

## **10. New Business**

- a. Nomination and Election of Officers for a term from March 29, 2023 – June 30, 2023.

The nominating committee nominated Bruce Siebold as Chairman and Mark O'Neil as Vice-Chairman. No other nominations were made. The officers were voted in with a vote of 7-0-0.

## **11. Commission Business**

Commissioner O'Neil stated that there should be a workshop to help further educate the commission on several topics to help future meetings go smoothly.

## **12. Chairman's Report**

None

## **13. Staff Reports**

Ms. Luick stated that a workshop is being planned, including the topics Commissioner O'Neil mentioned previously. Additionally, the commission asked for additional items to be added to the workshop.

## **14. Adjournment**

Commissioner Whaley moved to adjourn the meeting. Commissioner D'Arienzo seconded. The meeting was adjourned at 4:44 p.m.

**Submitted by:** Brian Glover

Administrative Assistant

**Approved:** [DATE]





# TOWN OF HILTON HEAD ISLAND

---

## *Community Development*

**TO:** Planning Commission  
**FROM:** Darrin Shoemaker, P.E., PTOE  
**VIA:** Shawn Colin, AICP, Assistant Town Manager Community Development Director  
**DATE:** April 13, 2023  
**SUBJECT:** 2022 Traffic Monitoring & Evaluation Report

---

### **RECOMMENDATION:**

It is recommended that the Commission review and consider the subject annual report at a public meeting, discuss its findings and recommendations, and elicit public comments at the meeting in accordance with Section 16-2-103.J.10.c of the Land Management Ordinance (LMO). It is further recommended that the Planning Commission provide its comments on the report as well as any supplemental comments or recommendations to Town Council in accordance with Section 16-2-103.J.10.c.ii of the LMO.

### **BACKGROUND:**

Section 16-2-103.J.10 of the LMO provides that this report will be prepared and submitted annually by the LMO Official to the Planning Commission for their review and discussion at a public meeting. The report is based on traffic counts that are collected annually by the Engineering Division each June on one or more typical weekdays, excluding Mondays and Fridays. The 24-hour arterial counts reflected in the report were collected from Tuesday, June 7th through Thursday, June 9th, 2022, and all of the intersection turning movement counts except Sea Pines Circle were collected on taken on Tuesday, June 7th, 2022. Sea Pines Circle was counted on Wednesday, June 8th, 2022. The counts were certified by the LMO Official on Wednesday, April 12th, 2023. Upon their certification in this regard, the traffic counts summarized herein became the Town's background dataset for existing traffic demand for use by staff and consultants in their preparation of Traffic Impact Analysis Plan studies that are required to be submitted to the Town as part of the development review process, in accordance with the requirements of LMO Section 16-2-103.J.10.b.

### **SUMMARY:**

This report and recommendations proffered herein are prepared and respectfully submitted to the Planning Commission in accordance with the requirements outlined in Section 16-2-103.J.10 of the Town's LMO. 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 and Sea Pines Circle. As required by the LMO, the report includes mitigation recommendations for instances where intersections are found to be deficient relative to the dual operational goals outlined in LMO Section 16-5-106.C. The only intersection found deficient relative to the Town's goals in June 2022 was that of William Hilton Parkway with Squire Pope Road and Chamberlin Drive during the weekday afternoon peak volume hour.

Continuous traffic counts taken on the Town's major arterials during a consecutive Tuesday, Wednesday, and Thursday in June 2022 indicated that demand decreased 2.7 percent relative to comparable counts taken in June 2021, when aggregate demand was the highest ever measured by the Town as a result of the traffic counts conducted annually during visitor season. Aggregate demand measured in June 2022 was approximately two percent higher than that recorded in both June 2017 and June 2019, prior to the COVID-19 pandemic. In aggregate, the June 2022 three-day arterial counts represented the fifth highest traffic demand ever recorded by the Town during the annual June traffic counts, trailing 2021, 2005, 2018, and 2006 in that order. Traffic demand on the Town's major arterials has increased at an effective rate of approximately 0.4 per annum during the most recent five-year period from June 2017 to June 2022. Morning and afternoon peak-hour demand on the Town's signalized intersections decreased 13.3 and 9.8 percent, respectively relative to the June 2021 counts, indicating that a significantly smaller percentage of the daily 24-hour demand occurred within these two peak volume hours relative to June 2021.

Off-street pedestrian and bicycle activity at the Town's signalized intersections was found to be 15.0 percent greater in June 2022 than June 2021, and was the highest demand ever recorded, though this significant increase was the result of crossing demand more than doubling at the Town's Coligny Beach pedestrian signal on South Forest Beach Drive near Coligny Circle. If this high volume crossing is ignored, off-street bicycle and pedestrian crossing demand actually declined 4.3 percent.

Demand on Sea Pines Circle increased 2.4 percent over that recorded during the previous count of this rotary in June 2020, with morning, midday, and afternoon peak hour demand up a respective 5.9, 2.1, and 0.3 percent over the June 2020 count. Generally, traffic demands on various segments of William Hilton Parkway from Gum Tree Road around to Sea Pines Circle were down 12 to 18 percent from those recorded in June 2021, while demand on segments of the Cross Island Parkway and Palmetto Bay Road were up 18 to 20 percent, reflecting an ongoing significant shift in demand off of the aforementioned segment of William Hilton Parkway onto the former tollway following the ending of toll collections in June 2021.