



Town of Hilton Head Island
Planning Commission
Wednesday, October 16, 2019 at 3:00 p.m.
Benjamin M. Racusin Council Chambers

MEETING MINUTES

Present from the Commission: Chairman Peter Kristian, Leslie McGowan, Caroline McVitty, Mark O'Neil, Alan Perry, Michael Scanlon, Todd Theodore

Absent from the Commission: Vice Chairman Lavon Stevens (excused), Palmer E. Simmons (excused)

Present from Town Council: Tamara Becker, David Ames

Present from Town Staff: Shawn Colin, Director of Community Development; Teri Lewis, Deputy Director of Community Development; Jennifer Ray, Deputy Director of Community Development; Nicole Dixon, Development Review Administrator; Taylor Ladd, Senior Planner; Krista Wiedmeyer, Executive Assistant/Town Clerk; Tyler Newman, Senior Planner; Jeff Buckalew, Town Engineer; Eileen Wilson, Senior Administrative Assistant

1. Call to Order

Chairman Kristian 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 mailed 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

Commissioner McVitty moved to approve the agenda. Commissioner Scanlon seconded. The motion passed with a vote of 7-0-0.

6. Approval of Minutes

a. Regular Meeting of August 21, 2019

The minutes were not addressed at this time.

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

8. Unfinished Business – None

9. New Business – None

10. Commission Business

a. Review and Adoption of 2020 Meeting Schedule

Commissioner Scanlon moved to approve the 2020 Meeting Schedule. Commissioner Perry seconded. The motion passed with a vote of 7-0-0.

11. Chairman's Report

Chairman Kristian stated he presented the Planning Commission's Semi-Annual Report to the Town Council yesterday and stressed the importance of expediting the development of a policy on workforce housing. The Chamber of Commerce is working with a consultant on a ten year long range plan to attract future tourists to the Island. They were looking at similar items that our Visioning process has discussed and suggested that there may be some crossover. Chairman Kristian suggested that they contact Ms. Taylor Ladd and the Our Plan Development Team because a lot of what they are looking at we have already incubated and it may be helpful to collaborate those two plans. They would like to complete this plan by February 2020.

12. Committee Report – None

13. Staff Report

a. Update on Workforce Housing Plan

Mr. Colin stated that Staff, the community, Town Council, and consultants have worked on a Workforce Housing Program for a few years. Following the delivery of the consultant's report with 8 key recommendations in April 2019, Staff had discussions with the Public Planning Committee on three separate occasions to help refine those recommendations to present to Town Council.

A framework for the workforce housing program – not the actual program – will go before Town Council in November. Developing the actual program will take a few more months. Several recommendations require identifying geographical areas appropriate for workforce housing. That will involve input from the Planning Commission and Public Planning Committee, then follow up with the program recommendations for Town Council to consider. Town Council may adopt a policy by the end of the year.

Several of the recommendations involve program elements that would result in LMO amendments. The body of work that we developed over the past couple of years will make the transition in developing the actual program much easier and quicker to get in front of Town Council.

b. Discussion on master planning certain commercial areas on the north end of the Island.

This is the third component under Workforce Housing Development: to consider master planning portions of the Island, looking for appropriate locations for Workforce Development Projects. The greater master plan concept was supported by Town Council in their workshop late last year and it was adopted as one of the priorities for the current calendar year.

The TIF Extension identified three main projects: the USCB hospitality facility; the Lowcountry Celebration Park; and the Chaplin Linear Park, which is the final major project of the TIF Extension.

There have been significant changes in and around the airport and the Mathews Drive area. Properties have been redeveloped and investments made in the community commercial areas of Port Royal Plaza, Northridge Plaza, and the Sea Turtle Marketplace.

In the mid-island area, the Shelter Cove Mall transformed into the Shelter Cove Towne Centre. Significant transportation improvements are underway throughout the corridor from Queens Folly to Shelter Cove Lane and these will continue over the next year.

Staff is defining the purpose of the project and why it is needed in these specific areas. Staff will present this to the Planning Commission, the Public Planning Committee, Town Council and the community. This would not be the redevelopment of one property; we need to look at the entire area to create a positive impact over the course of time with the potential for reinvestment.

- c. Quarterly Report – Presented by Ms. Ray on behalf of Ms. Cyran. The Commissioners had no questions.

Chairman Kristian asked Ms. Ladd to give an update on the status of Our Plan. Ms. Ladd stated:

- Phase One of their work plan was completed in July and August. This phase entailed orientation to the process and multiple brainstorming and strategic analysis engagement activities centered on each group's Core Value.
- Phase Two is in process now through the end of October to early November. This phase entails outlining draft goals and starting to develop strategies and tactics.
- The Parks and Recreation Master Plan Kick-Off was held August 19-21. This plan will be incorporated into Our Plan in a Parks and Recreation chapter incorporating input from the Our Plan Parks and Recreation Task Group.
- The public has been invited to participate in the Our Plan process via four open houses. Two open houses were held specifically for Our Plan – one in July and one in September. Two open houses for the Parks and Recreation Master Plan were held during the kick-off week in August.
- In July, Our Plan hosted an Open Town Hall survey.
- Phase Three of the work plan will commence as each group moves into finalizing their goals, strategies and tactics. This phase will wrap up in December with the conclusion of the Work Group's scope for Our Plan.
- Our Plan will host a drop-in style open house in the Living Lab tonight from 5:30 – 6:30 p.m. to engage the public with the Work Group's draft goals.
- Our Plan will be hosting two additional Open Town Hall surveys in October. Early in the month there will be a survey to garner public input on the Work Group's draft goals. There will also be a Parks and Recreation survey for the entire month September 30 through November 1.

14. Adjournment

The meeting was adjourned at 3:40 p.m.

Submitted by: Eileen Wilson, Secretary

Approved: November 6, 2019