



Town of Hilton Head Island  
**Public Planning Committee Meeting**  
November 19, 2020 at 3:00 p.m. Virtual Meeting  
**MEETING MINUTES**

**Present from the Committee:** Chairman David Ames, Tamara Becker, Glenn Stanford

**Others Present from Town Council:** Tom Lennox

**Present from Town Staff:** Shawn Colin, Community Development Director; Anne Cyran, Senior Planner; Teri Lewis, Deputy Community Development Director; Scott Liggett, Director of Public Projects and Facilities/Chief Engineer; Jennifer Ray, Deputy Community Development Director; Teresa Haley, Senior Administrative Assistant

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**1. Call to Order**

Chairman Ames called the meeting to order at 3:00 p.m.

**2. Freedom of Information Act 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 Ames asked for a motion to approve the agenda. Mr. Stanford moved to approve. Ms. Becker seconded. By way of roll call, the motion passed with a vote of 3-0-0.

**5. Approval of Minutes**

**a. Special Meeting of October 23, 2020**

Chairman Ames asked for a motion to approve the minutes of the October 23, 2020 special meeting. Mr. Stanford moved to approve. Ms. Becker seconded. By way of roll call, the motion passed with a vote of 3-0-0.

**6. Citizen Comments**

Public comments concerning agenda items were to be submitted electronically via the Town's Open Town Hall portal. All comments were provided to the Committee for review and made part of the official record. Citizens were also provided the option to comment on agenda items during the meeting by phone.

**7. Unfinished Business**

**a. Review and recommendation on Sea Turtle Protection Ordinance Revisions**

Ms. Cyran presented the item. Staff recommends the Public Planning Committee discuss the proposed revisions to the Sea Turtle Protection Ordinance and make a final recommendation to Town Council.

Chairman Ames asked for public comment. Ken Campbell presented statements to table

the item until additional considerations be addressed. Blake Shelton, on behalf of the Property Owners Protection Committee, presented statements in opposition to the proposed ordinance.

The Committee made comments and inquiries regarding: the differences between the existing ordinance and the proposed revisions; explain illuminate the beach; describe the notification process to property owners regarding the proposed changes to the ordinance; how will education and enforcement be handled; how would hotels manage education and enforcement of the changes; information from various experts have been received; concerns with the provisions that would require property owners to retrofit or modify their interior lighting to comply with the changes; concerns the interior lighting modifications are excessive and unenforceable; concern turtle-friendly bulbs are not practical replacements; why window replacements and additions have requirements beyond current houses; include language about glass components to the façade, door or window replacements of 50% or more require reduced light transmittance glass; consider any addition to a home must comply with reduced light transmittance glass; both 'illumination of the beach' and 'visible from the beach' have shortcomings; include additional language that addresses point source of light; add language about specific type of lamp shade that is permitted; in addition to artificial lighting types, do other types of light (candle light, torch light, light coming from electronics) have to be included in the ordinance; consider changing language in Section 8.5 to "it is the policy that no unshielded artificial light shall illuminate the beach"; consider changing terminology used in subsection F to be more consistent with the rest of the ordinance; make more consistent the language in the section regarding exceptions to requirements and include the additional options permitted; the current ordinance does not apply to the first floor; the proposed revisions would prohibit exposed light bulbs and extend to the first floor; concerns about window tinting and manufacturer warranty; concern about legal recourse to collect fees from those who were fined; would like to see what a limited light source and reduced transmittance glass look like.

Mr. Stanford moved to recommend that Public Planning Committee (PPC) refer this back to Town Staff to restudy and possibly incorporate provisions PPC recommended today, including language to address: clarify visibility versus illumination; refine the restrictions on interior lighting to include shielding with light shades; shielding with light shades for lighting fixtures that are found on the first floor; specify that new windows visible from the beach in an existing structure must be tinted only if more than fifty percent of the glass area is being replaced; changes to a structure such as the construction of an addition to an existing home require reduced light transmittance glass; define point source of light. Ms. Becker seconded. By way of roll call, the motion passed with a vote of 3-0-0. (Roll: Ames, Becker, Stanford – for the motion; none against; none abstained.)

## **8. New Business**

### **a. Discussion of the Parking Master Plan**

Mr. Liggett presented statements regarding the item. The purpose of today's discussion is to identify those items within the Parking Study performed by The Walker Collaborative that would be discussed further at the Town Council Workshop scheduled for January 2021.

The Committee and Mr. Liggett discussed the immediate action item deliverables by the consultant, which include: to establish a parking enterprise fund; to implement a Town Code revision that deals with the establishment of a parking fee schedule; parking fine ordinance;

parking enforcement ordinance, vehicle immobilization policy; residential parking district policy. Mr. Liggett recommended discussion items for the Town Council Workshop be the establishment of a parking fee schedule, revisit a resident parking pass policy and consider a residential parking district policy.

The Committee made comments and inquiries regarding: how 'resident' is defined regarding parking passes; support for no-parking districts; need to discuss fees to non-residents; consider varying fees for in-season and off-season; discuss fees related to time extension options; consider whether resident parking passes should be extended to residents of Beaufort County; vehicle immobilization is a sensitive issue; would like to hear from other communities using all systems recommended by the consultant; what the consultant recommended about using USCB parking lot; how to handle the profits of parking fees; too much infrastructure to be put in place from a financial collection standpoint; what can be done from now until April 2021 to increase parking capacity; community should have options related to fees; provide monthly statistics about where people are parking; how do we manage parking in anticipation for the highest demand days; technology and communication plans are important components of the parking plan; continue to protect residential neighborhoods from overflow parking; how to balance parking needs and experience for visitors and residents; the signage within the consultant's presentation is not in keeping with island character and design; recommend using revenue from the parking program to relieve residents of parking fees; consider utilizing the enterprise fund to improve the quality of infrastructure and enhance experiences for visitors and residents.

**9. Staff Reports – None**

**10. Committee Business – None**

**11. Adjournment**

The meeting was adjourned at 4:23 p.m.

**Submitted by:** Teresa Haley, Secretary

**Approved:** February 3, 2021