



Town of Hilton Head Island  
**Planning Commission Meeting**  
October 20, 2021, at 3:00 p.m. Virtual Meeting  
**MEETING MINUTES**

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

**Absent from the Commission:** Jim Collett (excused)

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

**Present from Town Staff:** Chris Yates, Interim Community Development Director; Teri Lewis, Deputy Community Development Director; Anne Cyran, Senior Planner; Jennifer Ray, Capital Program 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. Commissioner Alfred moved to approve. Vice Chairman Perry seconded. By show of hands, the motion passed with a vote of 8-0-0.

**6. Approval of Minutes**

**a. Meeting of October 6, 2021**

Chairman Scanlon asked for a motion to approve the minutes of the October 6, 2021, meeting. Commissioner O'Neil moved to approve. Commissioner D'Arienzo seconded. By show of hands, the motion passed with a vote of 8-0-0.

**7. Appearance by Citizens**

Public comments concerning agenda items were submitted electronically via the Open Town Hall portal. Those comments were provided to the Commission for review and made part of the official meeting 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

**9. New Business – None**

**10. Commission Business – None**

**11. Chairman’s Report**

Chairman Scanlon encouraged his fellow Commissioners to view the Town Council Strategic Plan Workshop to be held October 21, 2021. He stated he will be meeting with the Town Manager and Mayor following the Workshop to discuss the Strategic Plan and will follow up meeting with various members of Town Council. He added discussion will take place regarding the relationship between Our Plan and the actions of the Planning Commission.

**12. Committee Reports – None**

**13. Staff Reports**

- a. Mid-Island Initiative Area Redevelopment Strategy Overview and Discussion – *Presented by Jennifer Ray, Capital Program Manager, with Brian Kinzelman, MKSK, Inc.*

Jennifer Ray stated the Town hired MKSK to lead a team of consultants to prepare both a redevelopment strategy and plans for a new community park on the Town-owned mid-island tract which is a portion of the former Planters Row golf course. She noted they kicked off the project by meeting with various stakeholders in the community, Town Council, staff, and the Parks and Recreation Commission. Ms. Ray added that there will be an Open Town Hall Survey for community input, and on Tuesday, October 26, 2021, from 2:00 p.m. - 6:00 p.m., an Open Park Day will be held at the future park location. She introduced Mr. Kinzelman with MKSK stating he would be conducting a presentation regarding the project.

Brian Kinzelman explained that the purpose of the meeting was to introduce the project team and roles; provide the project overview and schedule and milestones; discuss early thoughts for planning initiative area; discuss early thoughts for the park; and outline the next steps. He added that the goal is to have a contractor identified by the end of 2022 and construction to begin in 2023.

Mr. Kinzelman explained the community engagement approach and reviewed the stakeholder discussions. He added that prior plans and studies are being considered and identified the need to looking at drainage systems and emphasized the need for environmental stewardship. He touched on additional discussion needs regarding: the challenges to other large developments; the need to incorporate the airport terminal expansion into the plan; sensitivity to existing residential neighborhoods in the area; open space and trail connectivity; awareness of the size and scope of the mid-island tract; consideration of a more passive park and the need to relocate activities to more active parks; utilization of a cultural program; connectivity issues; the need to locate facilities strategically; and the necessity for water storage and water management. He concluded noting there will be many meetings held with stakeholder engagement.

The Commission made comments and inquiries regarding: defining a passive park as opposed to active; the actual percentage of the tract that would be under water during a major rain event; inquiry as to the consideration of locating workforce housing in areas around the tract; results of previous and future studies regarding park needs; and concern for parking needs and requirements.

Chairman Scanlon suggested representatives of MKSK return before the Commission to discuss the progress and status of the project at a future meeting date. It was the

consensus of the Commission to have MKSK return. Chairman Scanlon thanked Mr. Kinzelman, stating the Commission looks forward to updates regarding the project.

**b. Short-Term Rental Ordinance Overview and Discussion – *Presented by Teri Lewis, Deputy Community Development Director, with Tyson Smith and Kelly Cousino, White & Smith Planning and Law Group***

Teri Lewis clarified that there is not an ordinance being developed at this time. She noted the Town is in a data collection stage. She noted they are accumulating the data by reaching out to as many groups as possible through many venues and meetings.

Mr. Tyson Smith, Principal in Charge, conducted a brief overview of White & Smith Planning and Law Group. He explained his group handles code projects for cities and counties across the country on all manner of land use issues and have had the opportunity to take on the short-term rental issue. He explained they worked with Kiawah Island among others regarding their short-term rental ordinance. He introduced Kelly Cousino, Project Manager, to conduct her presentation.

Ms. Cousino conducted an extensive presentation covering the Scope of Work which included: a Public Planning Committee Workshop; focus group sessions; preparation of an outline of a proposed Short-Term Rental (STR) approach; STR ordinance drafts; staff review; LMO Committee, Planning Commission, and PPC review; Town Council first and second readings; and the final ordinance for codification.

Mr. Smith explained the reason for acting is to clarify the rules and have consistent enforcement while finding a balance for such. He said it is important to have a tailored program for Hilton Head Island that will be durable. He added that residential purposes need to be defined and pointed out the need to deal with the gated and non-gated communities. Mr. Smith reviewed the common approaches regarding short-term rentals in detail. He reviewed the STR regulations in Kiawah Island and how they approach the issue and handle enforcement of the ordinance.

Ms. Cousino reviewed various STR regulations and approaches for Kiawah Island, the City of Charleston, York County, Mount Pleasant, and Charleston County.

The Commission made comments and inquiries regarding: the various rules in many of the communities on the Island; concern for the quality of life issue for residents; parking limitations; concern over phasing out current short term rentals; the need to consider visitors when drafting regulations; the need to include RV rental communities in the data collection; effects the ordinance will have on the community and property owners; the need to consider and be aware of the uniqueness of Hilton Head Island; the need for the Town to be able to assist communities with short term rental problems or issues; and the need to define the number of days and occupants in short term rentals.

Chairman Scanlon thanked Mr. Smith for the presentation and invited them to return once they have accumulated the data.

#### **14. Adjournment**

The meeting was adjourned at 4:37 p.m.

**Submitted by:** Vicki Pfannenschmidt, Secretary

**Approved:** November 3, 2021