



Town of Hilton Head Island  
**Planning Commission Meeting**  
February 3, 2021 at 9:00 a.m. Virtual Meeting  
**MEETING MINUTES**

**Present from the Commission:** Chairman Peter Kristian, Vice Chairman Lavon Stevens, Leslie McGowan, Michael Scanlon, Mark O'Neil, Alan Perry, Todd Theodore, Stephen Alfred

**Absent from the Commission:** John Campbell (excused)

**Present from Town Council:** David Ames

**Present from Town Staff:** Shawn Colin, Interim Deputy Town Manager; Jennifer Ray, Interim Community Development Director; Teri Lewis, Deputy Community Development Director; Diane Busch, Staff Attorney/Prosecutor; Anne Cyran, Senior Planner; Jayme Lopko, Senior Planner; Darrin Shoemaker, Traffic/Transportation Engineer; Teresa Haley, Senior Administrative Assistant; Vicki Pfannenschmidt, Temporary Administrative Assistant

---

**1. Call to Order**

Chairman Kristian called the meeting to order at 9:00 a.m.

**2. 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.

**3. Roll Call** – See as noted above.

**4. Approval of Agenda**

Chairman Kristian asked for a motion to approve the agenda. Commissioner Alfred moved to approve. Commissioner Perry seconded. By way of roll call, the motion passed with a vote of 8-0-0.

**5. Approval of Minutes**

**a.** Meeting of January 20, 2021

Chairman Kristian asked for a motion to approve the minutes of the January 20, 2021 meeting. Commissioner Vice Chairman Stevens moved to approve. Commissioner McGowan seconded. By way of roll call, the motion passed with a vote of 8-0-0.

**6. Appearance by Citizens**

Public comments concerning agenda items were to be submitted electronically via the Open Town Hall portal. All comments received via the portal were provided to the Commission for review and made a part of the official record. Citizens were also provided the option to sign up for public comment participation by phone during the meeting. There were no requests to participate by phone.

## 7. Unfinished Business

### a. Review of Town Council's changes related to Workforce Housing LMO Amendments – Presented by Jayme Lopko

Ms. Lopko informed the Commission that at the Town Council meeting on January 19, 2021, Town Council voted to approve first reading of the Workforce Housing LMO amendments related to bonus density including language to clarify the definition of Group Living and to exclude Group Living in the RM-4 District from participation in the WFH Program. She added that per State Code Section 6-29-760, if Town Council recommends a change to a proposed text amendment after the public hearing, then that text amendment must be reviewed again by the Planning Commission before the change can be adopted by Town Council. She further explained that under the definition of group living, specifics were added to cover dormitory style living, where there are shared communal facilities and multiple beds within a sleeping room. She noted they also added a condition under the Workforce Housing use that group living uses in the RM-4 District are not eligible to participate because Town Council want to encourage the bonus density to be used for full units rather than dormitory style living.

Ms. Lopko noted a recommendation was needed from the Planning Commission in order to move the item forward for second reading and adoption.

The Commission made comments and inquiries regarding the definition of group living.

Commissioner Scanlon moved to recommend to Town Council the Workforce Housing LMO Amendments, with the changes made by Town Council, move forward for second reading and adoption. Commissioner Perry seconded. By way of roll call, the motion passed by a vote of 8-0-0.

## 8. New Business

### a. Annual Traffic Report – Presented by Darrin Shoemaker

Mr. Shoemaker explained the requirements and process for the Annual Traffic Report. He noted that due to the pandemic, it had been considered to skip this year for the report but after seeing the increase in traffic after Memorial Day, it was decided to complete the study.

Below is a summary of his discussion:

- Traffic demand measured in June was lower this year than in any year since 2013 due primarily to pandemic impacts. Demand was down 4.8 percent from June 2019 and 7.1 percent from June 2015.
- Only intersection operating out-of-compliance with the Town's operational goals in the LMO was that of Wm. Hilton Pkwy. with Squire Pope Rd./Chamberlin Dr.
- Sea Pines Circle operating in compliance with Town's LMO goal in June 2020.

- Pedestrian and bicycle demands at signalized intersections was way up in June 2020 and was more than quadruple that recorded in June 2015 in aggregate.
- Discussion of non-compliant intersection relative to the alternatives being considered within the SCDOT US 278 gateway project and a new staff-proposed alternative.

He also reviewed two alternatives under consideration by the SCDOT for the intersection at William Hilton Parkway with Squire Pope Road/Chamberlain Drive. In addition, he provided a third alternative prepared by staff. The SCDOT Preferred Alternative A would provide for two dedicated turning lanes onto Squire Pope Road; Preferred Alternative B would provide for ingress and egress lanes onto Squire Pope Road and the Staff-Proposed Alternative C would remove the traffic signal and create a new connector road alignment for Squire Pope Road.

The Commission made comments and inquiries regarding: U-turn demands; increase in pedestrian crossing activity; impact on traffic with the Cross Island Toll removal; impact on traffic on Nassau Street due to the opening of Lowcountry Celebration Park; concern for residents' access and safety on Squire Pope Road; enforcement of traffic on William Hilton Parkway; time delays at Sea Pines Circle; crash statistics and reporting; informing Town Council of their comments and concerns.

After lengthy discussion, Commissioner Scanlon moved to recommend forwarding comments to Town Council regarding: the Commission's preference to the SCDOT Alternative A solution to the traffic issues at William Hilton Parkway with Squire Pope Road/Chamberlain Drive; a request to include safety statistics in the Annual Traffic Report required by the LMO; and suggested conducting a traffic count in July after removal of the toll at the Cross Island Bridge. Vice Chairman Stevens seconded. By way of roll call, the motion passed by a vote of 8-0-0.

## **9. Commission Business**

None

## **10. Chairman's Report**

Chairman Kristian noted several Commission members are up for reappointment or have fulfilled their term limits. He encouraged those that can serve another term to seek reappointment to the Planning Commission.

## **11. Committee Reports**

The Gullah Geechee Land & Cultural Preservation Task Force met on February 1, 2021 regarding the Historic Overlay District and their recommendations have moved to the Public Planning Committee for consideration.

The LMO Committee is scheduled to meet on February 17, 2021.

## **12. Staff Report**

### **a. Quarterly Report – Presented by Anne Cyran**

Ms. Cyran noted the Quarterly Report is included in the packet provided to the Commission. She noted the meeting to be held on February 17, 2021 will include the

LMO Amendments related to the new Flood Insurance Rate Maps. She reminded Commission members of a training session to be held on February 19, 2021 at 1:00 p.m., Resilience in Vulnerable Communities, presented by Dr. Sheryse DuBose. Ms. Cyran encouraged attendance noting it will count towards the three credit hours required annually.

### **13. Adjournment**

The meeting was adjourned at 10:53 a.m.

**Submitted by:** Vicki Pfannenschmidt, Secretary

**Approved:** February 17, 2021