



Town of Hilton Head Island  
**Planning Commission Meeting**  
April 7, 2021 at 9:00 a.m. Virtual Meeting  
**MEETING MINUTES**

**Present from the Commission:** Chairman Peter Kristian, Vice Chairman Lavon Stevens, Alan Perry, Stephen Alfred, Michael Scanlon, John Campbell, Leslie McGowan, Todd Theodore

**Absent from the Commission:** Marc O'Neil (excused)

**Present from Town Council:** Glenn Stanford

**Others Present:** Stephanie Nagid, Beaufort County Passive Parks Manager

**Present from Town Staff:** Jennifer Ray, Interim Community Development Director; Teri Lewis, Deputy Community Development Director; Anne Cyran, Senior Planner; Jayme Lopko, Senior Planner; Teresa Haley, Senior Administrative Assistant; Vicki Pfannenschmidt, Temporary Administrative Assistant

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**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 Perry moved to approve. Commissioner Scanlon seconded. By way of roll call, the motion passed with a vote of 8-0-0.

**5. Approval of Minutes**

**a. Special Meeting of March 24, 2021**

Chairman Kristian asked for a motion to approve the minutes of the March 24, 2021 special meeting. Commissioner Alfred moved to approve. Commissioner Perry seconded. By way of roll call, the motion passed with a vote of 7-0-1. (Commissioner McGowan abstained because she was not present at the subject meeting.)

**6. Appearance by Citizens**

Public comments concerning agenda items were to be submitted electronically via the Open Town Hall portal. There were no comments submitted on the portal for this meeting.

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 - None**

**8. New Business**

**a. Public Hearing**

**PPR-000344-2021**: Application for a Public Project Review (PPR) from Beaufort County to build a passive park at the Ford Shell Ring Preserve. The project includes creating an improved entrance off Squire Pope Road; a gravel parking area for approximately 5 vehicles; a 6 to 8 foot wide earthen pedestrian loop trail; entry and interpretive signage; and retaining the existing emergency and maintenance access from Fuller Pointe Drive. The 6.85-acre property is located at 273 Squire Pope Road, parcel ID R511 003 000 0222 0000. *Presented by Jayme Lopko*

Jayme Lopko presented the application as described in the Commission's Agenda Package. Staff recommends the Planning Commission find this application to be consistent with the Town's Comprehensive Plan for location, character, and extent based on those Findings of Fact and Conclusions of Law as determined by the LMO Official and enclosed in the Staff Report. In addition, she explained that this Public Project Review by the Planning Commission is a final decision. She defined the location, background on the property and historic significance. Ms. Lopko added that funding is available from Beaufort County for the project and the County and Town will enter into a partnership regarding the park. She said the Town will be responsible for the day to day operation and the County will provide the capital investment.

Chairman Kristian opened the public hearing for this application. Public comment received through the Open Town Hall portal are provided to the Commission for review and made part of the meeting record. There were no comments on the portal. There were no citizens that signed up to give public comment by phone during the meeting. Chairman Kristian closed the public hearing.

The Commission made comments and inquiries regarding: management of the park; consideration for access to the marsh edge; future plans for increased parking; possibility of view corridors to the water; hours of operation; access and gating; definition of passive; timetable for completion; and connection to the pathway across the street. Stephanie Nagid, Passive Parks Manager for Beaufort County stated the project was a great opportunity for the Town and the County. She said they are prepared to proceed and assured the Commission there would be no disturbance on the site during the project.

Commissioner Perry moved to recommend the Planning Commission find the application to be consistent with the Town's Comprehensive Plan for location, character, and extent based on those Findings of Fact and Conclusions of Law as determined by the LMO Official and enclosed in the Staff Report. Commissioner Alfred seconded. By way of call, the motion passed with a vote of 8-0-0.

**9. Commission Business - None**

## **10. Chairman's Report - None**

## **11. Committee Reports**

Commissioner Stevens asked Jennifer Ray to update the Commission regarding the Historic Neighborhoods Preservation Overlay (HNP-O) District Land Management Ordinance (LMO) Amendments for Family Compound and Family Subdivision. Ms. Ray reported the amendments passed first reading at the April 6 Town Council meeting. She noted that due to changes made by Council, and per South Carolina State Law, an update on the amendments will go back to the Planning Commission on April 21, and back to Town Council on May 4 for second reading.

## **12. Staff Report**

### **a. Quarterly Report**

Ms. Cyran noted the Quarterly Report is included in the packet provided to the Commission. She reviewed items coming forward on April 21 and May 5.

## **13. Adjournment**

The meeting was adjourned at 9:31 a.m.

**Submitted by:** Vicki Pfannenschmidt, Secretary

**Approved:** April 21, 2021