



Town of Hilton Head Island  
Public Planning Committee  
Thursday, January 27, 2022, 10:00 a.m.  
**MEETING MINUTES**

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

**Present from Town Council:** Bill Harkins

**Present from Town Staff:** Josh Gruber, *Deputy Town Manager*; Shawn Colin, *Interim Director of Community Development*; Angie Stone, *Assistant Town Manager*; Jeff Buckalew, *Town Engineer*; Chris Yates, *Building Official*; Anne Cyran, *Interim-Comprehensive Planning Manager*; Krista Wiedmeyer, *Town Clerk*; Carolyn Grant, *Communications Director*; April Akins, *Revenue Services Manager*; Karen D. Knox, *Senior Administrative Assistant*

Others Present: Curtis Coltrane, *Town Attorney*

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**1. Call to Order**

The Chairman called the meeting to order at 10:00 a.m.

**2. FOIA Compliance**

Ms. Wiedmeyer confirmed compliance with the South Carolina Freedom of Information Act.

**3. Roll Call**

Attendance of all members was confirmed by way of roll call.

**4. Approval of the Agenda**

Mr. Ames stated he would like to amend the Agenda to include an Executive Session to review legal matters related to Islanders Beach. Mr. Stanford moved to approve. Mrs. Becker seconded. Motion carried 4-0.

**5. Approval of Minutes**

**a. Regular Meeting – December 16, 2021**

Mr. Stanford moved to approve. Mrs. Becker seconded. Motion carried 4-0.

## **6. Appearance by Citizens**

Patsy Brison, Frank Babel and Steve Alfred addressed the Committee about the E-Bike regulations and the use of same on the Town's pathways. Mr. Jim Hall submitted his comments in writing.

## **7. Unfinished Business**

### **a. Monthly Update on the Short-Term Rental Ordinance Initiative**

Ms. Cyran stated staff recommends the Committee support the proposed direction to address the organization, character, expectations, and operations of short-term rentals through preliminary policy framework recommendations. As of January 1, 2022, a business license is required for all short-term rentals. Demonstration of compliance with the standards will be required for new and renewing business licenses. Staff also recommends the effective date of the ordinance be July 1, 2022, or later if the ordinance is not yet enacted by July 1. Staff will continue to monitor and evaluate the effects of short-term rentals on residential neighborhoods and the housing stock to determine if potential future action is warranted. Committee support will allow staff to move forward with drafting an ordinance to establish the preliminary policy framework recommendations. The drafted ordinance will be brought back to the Committee for further consideration in February.

After much discussion, Mr. Stanford made a motion directing staff to move forward with drafting an ordinance to establish the preliminary policy framework to be reviewed at our next meeting in February. Mr. Brown seconded. The motion carried 3-1, Mrs. Becker opposing.

### **b. Parking Study Master Plan – Direction on Implementation**

Mr. Gruber gave the Committee an update and advised since our last meeting, we have contracted with Walker Consultants to provide technical advice and guidance on the drafting of the Request for Qualifications for the parking management services. That RFQ has been received and will be released today. Since implementation of this program is not likely to be in place before the upcoming 2022 summer season, I wanted to highlight that we are continuing to improve security enhancements both at the Coligny Beach parking lot as well as all the other Town beach lots, there is a renewed emphasis on park maintenance improvements both within the Coligny Beach lot as well as other beach parks. Mr. Gruber briefly reviewed the role of the beach team this summer and stated they have implemented various operational and physical improvements at all beach parks.

### **c. Discussion of Beach Master Planning and Facility Improvements**

Jeff Buckalew stated staff recommends the Public Planning Committee endorse to Town Council a revised Beach Parking Pass application and resolutions to sell annual beach parking passes at \$15.00 each and to restrict certain shuttle vehicles not transporting Island residents from entering Islanders Beach Park, to discuss options regarding the

parking meters at Islanders and to receive legal counsel from the Town Attorney on imposing certain access restrictions related to pedestrians and bicycles at Islanders Beach Park.

At 11:56 pm, Mr. Stanford moved to go into Executive Session to review legal matters regarding Islanders Beach. Mrs. Becker seconded. At 12:31 p.m. the Committee returned from Executive Session with no action taken.

Mr. Stanford made a motion that we do not attempt to remove the parking meters at Islanders Beach Park at this time but continue to try and negotiate a better treatment of this from SC Department of Health and Environmental Control. Mrs. Becker seconded. The motion carried 4-0.

Mr. Stanford made a motion directing staff to revise the eligibility requirements for a beach parking pass to include Hilton Head Island residential property owners who pay both the 4% and 6% property tax, to exclude time-share ownership of less than 183 days, but to include rentals or leases of more than 183 days. Mrs. Becker seconded. The motion carried 4-0.

Mr. Stanford made a motion that the Committee move forward a recommendation to the full Town Council to set the annual fee for a beach parking pass at \$15.00 subject to review based upon further developments in the parking management plan. Mrs. Becker seconded. The motion carried 4-0.

Mr. Stanford made a motion that staff does not move forward restricting pedestrian and bicycle access into Islanders Beach Park and that the Town be encouraged to develop a pedestrian bicycle pathway from the roadway to access into the beach park as soon as possible. Mr. Brown seconded. The motion carried 3-1, Mrs. Becker opposing.

Mr. Stanford made a motion to limit access of tour buses, buses, shuttles to vehicles that are carrying residents of the Island, particularly those that are coming from civic groups, Church groups or from retirement homes or assisted living facilities. Mrs. Becker seconded. Mr. Stanford amended his motion to read – restrict commercial motor vehicles (including shuttle buses) from entering the park, with the exceptions granted for vehicles registered to Hilton Head Island assisted living facilities, non-profits, religious institutions, and other similar civic/community groups that exclusively transport Island residents. Mrs. Becker seconded. The motion carried 4-0.

#### **d. Discussion of E-Bike Regulations**

Mr. Gruber stated staff is requesting the Committee authorize the drafting of corresponding amendments to the Town's business license regulations to provide for the following: 1) In conjunction with the support of Bike-Walk Hilton Head, require the distribution of bicycle safety/etiquette materials that clearly define the Town's standards of responsible behavior with each bicycle rental transaction; 2) Require the use of technology by business license holders that would limit the speed at which a helper motor would continue to function to no greater than 12 miles per hour; 3) Once drafted, the proposed regulations would be brought before the Committee for review and

consideration to recommend Town Council adoption. The Public Planning Committee would review the draft ordinance inclusive of safety/etiquette materials at its February meeting. The first reading by Town Council would be on March 15<sup>th</sup> and the second reading by Town Council would be on April 5<sup>th</sup>.

After discussion, Mr. Stanford made a motion that the Committee direct the staff to come forward with drafting an ordinance dealing with the various uses and restrictions for E-bikes as proposed. Mr. Brown seconded. The motion carried 3-1, Mrs. Becker opposing.

Mr. Stanford made a motion to direct staff to provide further information and come forward with a plan having to do with the Pope Avenue Street Project. Mr. Brown seconded. The motion carried 4-0.

## **8. Adjournment**

With no further business, the meeting was adjourned at 1:06 p.m.

**Submitted by:** Karen D. Knox, Secretary

**Approved:** March 9, 2022

**The recording of this meeting can be found on the Town's website at <https://hiltonheadislandsc.gov/towncouncil/pubplan/>.**