



Town of Hilton Head Island

**REVISED
AGENDA**

Community Services and Public Safety Committee Meeting

Monday, March 17, 2025, 9:00 AM

**1 Town Center Court, Hilton Head Island, SC
Benjamin M. Racusin Council Chambers**

The meeting can be viewed on the [Town's YouTube Channel](#), the [Beaufort County Channel](#), and Spectrum Channel 1304.

- 1. Call to Order**
- 2. Pledge to the Flag**
- 3. Adoption of the Agenda**
- 4. Approval of the Minutes**
 - a. Regular Meeting Minutes of February 10, 2025
- 5. New Business**
 - a. Consideration of a Resolution Adopting Home Matters, Town of Hilton Head Island Displacement Mitigation Support Plan - Missy Luick, Director of Planning
 - b. Consideration of an Ordinance to Authorize the Execution and Delivery of an Easement for Ingress and Egress to Cordillo Courts and the Hedges, Encumbering Real Property, located at 104 Cordillo Parkway, Owned by the Town of Hilton Head Island - Shawn Colin, Assistant Town Manager
 - c. Consideration of a Resolution Authorizing the Execution and Delivery of an Agreement with Cordillo Courts and the Hedges, Regarding Signs on Real Property Owned, Located at 104 Cordillo Parkway, by the Town of Hilton Head Island - Shawn Colin, Assistant Town Manager
 - d. Consideration of an Ordinance to Amend Title 16 of the Municipal Code, the Land Management Ordinance, to Amend the Procedures for Development Plan Reviews and Major Subdivision Plan Reviews to Include the Following Sections: 16-2-101, 16-2-102, and 16-2-103 - Missy Luick, Director of Planning
- 6. Public Comment - Non Agenda Items**

7. Adjournment

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 requirements of the Town of Hilton Head Island.

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Municipal Association of South Carolina (MASC) Civility Pledge:
"I pledge to build a stronger and more prosperous community by advocating for civil engagement, respecting others and their viewpoints, and finding solutions for the betterment of my city or town."



Town of Hilton Head Island
**COMMUNITY SERVICES AND PUBLIC SAFETY
COMMITTEE MEETING**
Monday, February 10, 2025, 10:00 AM
Minutes

Call to Order

Chair Becker called the meeting to order at 10:00 a.m.

Committee Members Present: Tamara Becker, Chair; Steve Alfred, Steve DeSimone

Adoption of the Agenda

Mr. Alfred made a motion to add an additional opportunity for public comment after the approval of the minutes. Mr. DeSimone seconded. Motion carried 3-0.

Mr. Alfred made a motion to adopt the agenda. Mr. DeSimone seconded. Motion carried 3-0.

Approval of the Minutes

Regular Meeting Minutes of September 16, 2024

Mr. Alfred moved to approve. Mrs. Becker seconded. Motion carried 2-1.

Public Comment

There was no public comment at this time.

New Business

General Discussion for Community Services and Public Safety Committee Agenda Priorities

Mrs. Becker indicated that today's meeting would be an open discussion between the Committee Members and the public, encouraging participation and input. The purpose of the meeting was to discuss the Community Services & Public Safety agenda priorities for the year.

Mr. Alfred addressed the Committee and the public regarding his thoughts on Municipal Police Services. He shared his prior experience, noting that in many places, municipal police services are standard, with each municipality having its own department. However, he explained that this is not the case in the Southeast, where municipal powers were originally granted to counties. Over time, some municipalities have assumed responsibility for certain services, but not all. His concern that the level of police services currently provided to the Town of Hilton Head Island does not fully align with Town Council's expectations. He also noted that many of the gated communities on the island oversee their

own security. While these security forces have the authority to arrest and detain individuals, they do not have the ability to transport them to the County facility. In these cases, the Beaufort County Sheriff's Office is contacted for transport, but in some instances, deputies have not responded in a timely manner. As a result, security personnel must decide whether to release the individual or continue waiting for law enforcement transport. Lastly, Mr. Alfred recommended that the Town conduct an assessment of its current law enforcement services, identify gaps, evaluate the potential costs of additional services, and determine how to move forward in addressing these needs.

Other Committee members noted that previous Town Councils have faced similar challenges; however, with the Town's growth, these issues have also expanded. Mr. DeSimone suggested that Town Manager Marc Orlando's input on the matter would be valuable in achieving the Committee's goals. Mrs. Becker emphasized the importance of identifying specific public safety concerns, their frequency, and their locations. She advised that when community members bring issues to her, she encourages them to file an official report with the Beaufort County Sheriff's Office. This practice ensures incidents are documented for data tracking purposes, allowing for more accurate reports on the types of incidents occurring on Hilton Head Island. Lastly, the Town could consider assuming responsibility for specific services gradually, rather than incurring a large expenditure all at once.

Mrs. Becker asked for public Comment.

Chester Williams: Mr. Williams clarified for the Committee regarding a previous statement that was made regarding that EMS services were not taken over from the County but instead by an independent volunteer squad and a local Public Service district that ran them at the time.

Ashleigh Phillips: Ms. Phillips addressed the Committee regarding her thoughts on receiving a crime report to show where crimes are happening and what kind of crime is happening. She made mention to the recent incident where acid was thrown on a woman, however, there has not been any real information regarding the case published.

Brenda Armstrong: Ms. Armstrong addressed the Committee regarding the traffic on Gum Tree Road and the safety of the children that live in that area walking across the streets to and from school. She indicated that there should be a police presence as currently there is not one.

Katie Henderson: Ms. Henderson addressed the Committee regarding the Town's Northpoint Housing development project should be considered when there are discussions regarding children and schools as Gum Tree Road is not safe.

Beth Petro: Ms. Petro addressed the Committee regarding the crime and safety issues that the Forest Beach Owners Association has been having, potentially hiring their own security, and working with the Town to make Forest Beach a safer place.

Paul Sheer: Mr. Sheer addressed the Committee regarding his thoughts that elected representatives do not feel it is important to enforce the law or they take the law into their own hands. Lastly, he believes that if Town Council adopted a “zero tolerance policy”, crime would be cleaned up rather quickly as there would be consequences for crimes.

Bob Bromage, Public Safety Director, addressed the Committee to provide a clear picture of the previous comments of crime on Hilton Head. Mr. Bromage stated that property crime statistics are down, violent crime remains about the same and all calls for services are logged. He also encouraged all residents to sign up for the Beaufort County Sheriff's Office communications platform, Everbridge. This is used to provide users with information about a variety of things for anyone that has signed up.

Mr. Alfred asked that Mr. Bromage provide periodic reports to the Committee regarding various elements of criminal activity that take place on Hilton Head. This would be in addition to Major Jeff Purdy's quarterly report on crime statistics that are also presented to the Committee.

Other comments made by Mr. DeSimone were that the Town could benefit from a small Public Works Department. This would be essential and key to no longer bidding out small projects that have a multistep procurement process to go through. He provided an example of a roadway having a pothole that needs repair. He believed that if the town had its own Public Works Department, that issue could be fixed in several hours. Mrs. Becker reminded Mr. DeSimone that most roads the Town do not own and the repairs have to be done by its owner or the entity that owns it and go through their process.

Brenda Armstrong: Ms. Armstrong addressed the Committee regarding the lack of clean up after the snowstorm on the roads that the Island experienced a few weeks prior.

Marc Orlando, Town Manager, spoke with the Committee about their discussion during the meeting. He confirmed that all the points that they previously made were important. Mr. Orlando also addressed the conditions of our roads after the snowstorm. He stated that the roads are not ours to plow, nor did the Town have authority to do so, however, he did have discussion with Beaufort County and South Carolina Department of transportation to have them cleared as soon as possible. The Town took care of what they owned as much as needed. He closed by saying that he looked forward to continuing these discussions of the various topics mentioned at today's meeting at the upcoming Strategic Planning Workshop.

Chair Becker invited Council Member Melinda Tunner to the podium to make a comment: Ms. Tunner address the Committee that she originally was unaware of what the Community Services & Public Safety Committee is in charge of as a Town Standing Committee, and she appreciated having that information. She also spoke to the Committee regarding beach parking for the Coligny area and when that process will be in place.

Mr. Orlando concluded the meeting with the Committee and stated that he had been taking notes of the discussion and would work with Chair Becker to have some of the mentioned items for further discussion at the upcoming strategic plan workshop or future committee agendas; Police Department assessment, Public Works Team, Municipal court path

forward, right of way accusation, pedestrian safety at Gum Tree Road, Forest Beach Property Owners Association follow up, beach parking status, bike safety reports, and housing data follow up.

Paul Sheer: Mr. Sheer addressed the Committee regarding the adoption of the Integrated Pest Management Policy. He stated that there currently is no product that has been invented to offer a nontoxic solution that will kill weeds and vermin.

Public Comment - Non Agenda Items

There was no public comment at this time.

Adjournment

Chair Becker adjourned the meeting at 11:17 a.m.

Approved: _____

The recording of this Meeting can be found on the Town's website at www.hiltonheadislandsc.gov



TOWN OF HILTON HEAD ISLAND

Community Services & Public Safety Committee

TO: Community Services & Public Safety Committee
FROM: Missy Luick, Director of Planning
VIA: Shawn Leininger, Assistant Town Manager
CC: Marc Orlando, Town Manager
DATE: March 17, 2025
SUBJECT: Consideration of a Resolution Adopting Home Matters, Town of Hilton Head Island Displacement Mitigation Support Plan

RECOMENDATION:

Consideration of a Resolution Adopting Home Matters, Town of Hilton Head Island Displacement Mitigation Support Plan.

BACKGROUND:

Right-Sized Infrastructure is a focus area in the adopted Town Council 2023-2025 Strategic Action Plan. In fulfillment of this focus area, Strategy #2 Implement the Workforce Housing Framework: Finding Home states the Town will:

“Workforce housing affordability has been a growing challenge on Hilton Head Island and this negative trend has been accelerating over the last five years. Without deliberate action to counteract these trends, the Town will continue to lose its valuable share of workforce housing, home-by-home, or family-by-family. The Workforce Housing Framework is a commitment to preserve and expand workforce housing options on Hilton Head Island through the adoption of four (4) foundational pillars: Community, Planning, Management, and Revenue. Collectively, these pillars establish the enabling structure to assign future policy, programs, organizational capacity, resources, and management.”

In this regard, Town Council directed Town Staff to develop and adopt a housing Displacement Mitigation and Support Plan in the 2024 Strategic Action Work Plan.

SUMMARY:

The Town of Hilton Head Island Displacement Mitigation Support Plan is a community-led initiative designed to provide comprehensive services for displaced individuals and families. Developed through community input, the Plan reflects local feedback to ensure an effective response tailored to the specific needs of residents. At its core is the Community Response Team, a network of community partners responsible for delivering essential services during displacement events. The Plan has been restructured in response to a recent displacement event to enhance financial oversight of the Displacement Fund and streamline support efforts. The Community Foundation of the Lowcountry has been designated as the Fiscal Agent to manage funds, ensuring transparency and accountability. United Way of the Lowcountry now serves as the Lead Fiduciary Partner, overseeing approvals and disbursements. At the same time, the Community Response Team continues to coordinate early intervention efforts and mobilize resources for displaced residents.

Under this framework, three key partners, The Deep Well Project, United Way of the Lowcountry, and the Community Foundation of the Lowcountry, each play a vital role in ensuring the Plan's success. The Town remains a critical partner, responsible for the early identification of displacement events and activating the Community Response Team to provide timely assistance. Through this collaborative approach, the Plan strengthens the community's ability to respond effectively to displacement events and support those residents in need.

In September 2024, the Town conducted a tabletop exercise with lead partners and the Housing Action Committee Workgroup to test the Plan's effectiveness. The exercise explored three scenarios: redevelopment, workforce displacement, and large-scale displacement due to a natural disaster. This process identified gaps in the Plan, ensuring that refinements were made for a more effective and coordinated response.

A recent displacement event underscored the need for a streamlined process for managing the displacement fund. To enhance financial oversight, the Displacement Mitigation Support Plan has been structured to include a Fiscal Agent. Under this structure, the Community Foundation of the Lowcountry will serve as the Fiscal Agent, responsible for holding and managing displacement funds. Meanwhile, the United Way will act as the Lead Fiduciary Partner, overseeing fund approvals and disbursements to the Community Response Team. These changes aim to enhance coordination, strengthen fund management, and provide better support for displaced residents.

Early Identification

Displacement events can be recognized through various channels, including the Town's Pre- Application Process for development and/or redevelopment projects. Anecdotal information gathered through school systems or word of mouth within communities can also provide early warning signs of displacement pressures. To enable early intervention strategies, the Town Planning Department will implement a Voluntary Displacement

Mitigation Questionnaire for property owners or developers to voluntarily complete when proposing a new development or redevelopment for Town consideration. The purpose of the questionnaire will be to assess displacement-related matters. Property owners' or developers' responses will contribute directly to the Community Response Team's efforts to understand and address potential displacement effects resulting from the proposed project. With its focus on early intervention, this process will ensure the coordination and mobilization of community partners to provide the necessary assistance and support to affected individuals and families.

Roles and Responsibilities

The organizational structure for the Displacement Mitigation Support Plan starts with the Town identifying a potential displacement event through the development review process. Once a potential displacement event is identified, the Town will activate the Community Response Team. This team, led by the Lead Partner, mobilizes necessary resources and support services to manage displacement events. This design aims to streamline communication, resource allocation, and the execution of the plan.

Role of the Town of Hilton Head Island

The Chief Housing Officer will be the designated Town official responsible for activating the Displacement Mitigation Support Plan. Other Town staff, primarily the Planning Department staff responsible for oversight of development and building permit applications, will be responsible for notifying the Chief Housing Officer when made aware of a potential displacement event.

Role of the Community Response Team Lead Partner Roles

1. The Deep Well Project will serve as the Lead Partner, coordinating efforts across multiple stakeholders and overseeing direct assistance to displaced residents. Their responsibilities include facilitating communication, fostering collaboration, and managing the allocation of resources to align with the plan's objectives.
2. The United Way of the Lowcountry will serve as the Fiduciary Partner responsible for managing the Displacement Mitigation Fund disbursements. Funds are disbursed to either the Deep Well Project or other IRS-recognized charitable organizations, ensuring that resources are used efficiently and effectively.
3. The Community Foundation of the Lowcountry will serve as the Fiscal Agent, holding and managing the displacement funds within the Hilton Head Displacement Fund. As the Fiscal Agent, it will oversee financial stewardship, ensuring proper fund management and compliance with donor restrictions and regulatory guidelines.

HOUSING ACTION COMMITTEE REVIEW:

The Housing Action Committee has met numerous times over the past year to review and provide comments on the Displacement Mitigation Support Plan at the following meetings:

1. March 11, 2024;
2. April 3, 2024;
3. May 15, 2024;
4. July 16, 2024;
5. August 26, 2024;
6. November 19, 2024
7. December 9, 2024; and
8. February 26, 2025.

On December 9, 2024, the Housing Action Committee unanimously voted (10-0) to recommend the Home Matters: Town of Hilton Head Displacement Mitigation Support Plan for consideration of adoption by the Town Council. In response to a recent displacement event, the plan was subsequently restructured to enhance its effectiveness. On February 26, 2025, the Housing Action Committee again voted unanimously (7-0) to recommend the updated plan for Town Council's consideration and adoption.

ATTACHMENTS:

1. Displacement Mitigation Support Plan
2. Voluntary Displacement Mitigation Questionnaire
3. Proposed Town Council Resolution

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HOME MATTERS

TOWN OF HILTON HEAD ISLAND
DISPLACEMENT MITIGATION
SUPPORT PLAN





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ACKNOWLEDGEMENTS

The Town of Hilton Head Island Displacement Mitigation Support Plan work program stands as a testament to the collaborative spirit and dedication of numerous community organizations. We extend our deepest gratitude to Town leadership, staff members, and community organizations for their invaluable contributions to address displacement mitigation challenges on Hilton Head Island.

Town Council

- Alan Perry, Mayor
- Alex Brown, Mayor Pro-tem, Ward 1
- Patsy Brison, Ward 2
- Steve DeSimone, Ward 3
- Tamara Becker, Ward 4
- Steve Alfred, Ward 5
- Melinda Tunner, Ward 6

Housing Action Committee

- Jack Alderman, Chair
- Sandy West, Co-Chair
- Sandy Gillis
- Sarah Jones- Anderson
- Katie Varin
- Dennis Crawford
- Janet Fantano
- Luana Graves-Sellers
- Ayaks Castellanos
- Stuart Bell

Community Response Team Lead Partners

- The Deep Well Project
- Community Foundation of the Lowcountry
- United Way of the Lowcountry

Town Staff

- Marc Orlando, Town Manager
- Shawn Colin, Assistant Town Manager
- Shawn Leininger, Assistant Town Manager
- Missy Luick, Director of Planning
- Quincy A. White, Chief Housing Officer
- Nicté Barrientos, Planner - Economic Development

Consulting & Facilitation Team

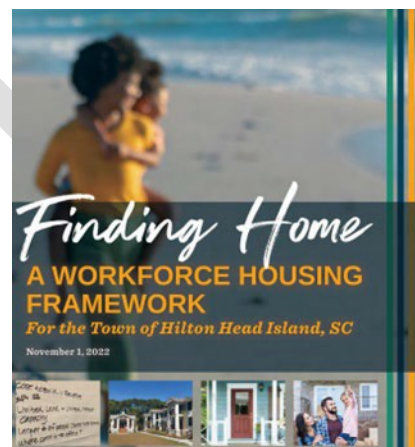
- Together Consulting

EXECUTIVE SUMMARY

Hilton Head Island faces increasing housing displacement pressures as rising rents and limited housing availability leave vulnerable populations at risk. In some cases, rental costs have surged by as much as 50% from the previous lease term, making it difficult for families to secure stable housing in a market with low vacancies. Housing displacement risks are further compounded when rental properties are sold for redevelopment.

A recent example is Chimney Cove Village, where in 2022, approximately 300 tenants were at risk of losing their homes due to a proposed redevelopment. Although the redevelopment project did not happen, Chimney Cove remains a potential redevelopment site, highlighting the need for a strategy to develop a plan to support residents facing housing displacement with a web of available community resources. Displacement not only disrupts the lives of families but also strains local businesses, which report challenges in recruiting and retaining employees. These interconnected challenges demonstrate the urgent need for proactive displacement mitigation efforts to maintain both community stability and economic vitality.

In response, the Town of Hilton Head Island developed the Displacement Mitigation Support Plan, a strategic framework aimed at connecting displaced residents with essential community resources. This Plan builds on the Town's Workforce Housing Framework, *"Finding Home,"* and the 2019 Workforce Housing Strategic Plan, which together provide a clear roadmap for preserving and expanding workforce housing. At the core of Town's Workforce Housing Framework, *"Finding Home,"* are the four key pillars: Community, Planning, Management, and Revenue, which guide a comprehensive, sustainable housing strategy to address long-term workforce housing needs on Hilton Head Island.



The Community Pillar plays a central role in this effort, focusing on safeguarding existing housing and supporting the families who depend on it.

The Plan was shaped through collaboration with community partners, ensuring that its goals and strategies are both locally informed and responsive. It outlines a coordinated response, leveraging public and private resources to support residents in times of displacement. As a living document, the Plan will evolve alongside changing market conditions and community needs, maintaining relevance over time.

At the heart of the Displacement Mitigation Support Plan is a commitment to a community-driven approach, ensuring that stakeholders work together to create meaningful solutions. By aligning expertise, resources, and shared goals, the Plan aims to foster a more resilient and supportive environment where every resident could thrive. This unified strategy will help Hilton Head Island proactively address displacement challenges and build a sustainable future for the entire community.

SHAPING THE PLAN & UNDERSTANDING DISPLACEMENT EVENTS

In response to the challenges posed by displacement events, this Plan is designed to provide essential services and support to displaced residents by leveraging the collaborative efforts of community partners. Community partners will lead in providing support for residents while utilizing private funding dedicated to displacement mitigation efforts.

Community Involvement

The Town convened meetings with community stakeholders to develop and shape the Displacement Mitigation Support Plan. Community Stakeholders such as Beaufort County Economic Opportunity Commission, Lowcountry Council of Governments and other social service agencies. Through virtual and in-person workshops, stakeholders provided valuable input, helping to define key strategies and recommendations. Participants also leveraged best practices, community feedback, and their own experiences to propose practical solutions for the plan.



Community Stakeholders attending the Displacement Planning Workshop.

To ensure the plan's effectiveness, the Town conducted tabletop exercises, testing it against real-world scenarios such as redevelopment, workforce displacement, and large-scale natural disasters. These exercises were essential in identifying potential gaps and refining the plan for comprehensive, actionable implementation.

Identification of Displacement Events

Early identification of potential displacement events is crucial for effective mitigation efforts. For instance, the potential redevelopment of Chimney Cove Village highlighted the need for preparedness and community response. Other events include economic shifts, such as rising housing costs or job losses, which can force residents to seek alternative housing options outside their current communities. Natural disasters, like hurricanes or floods, also pose displacement risks, necessitating emergency response plans and resources, especially for residents with less resilient housing stock.

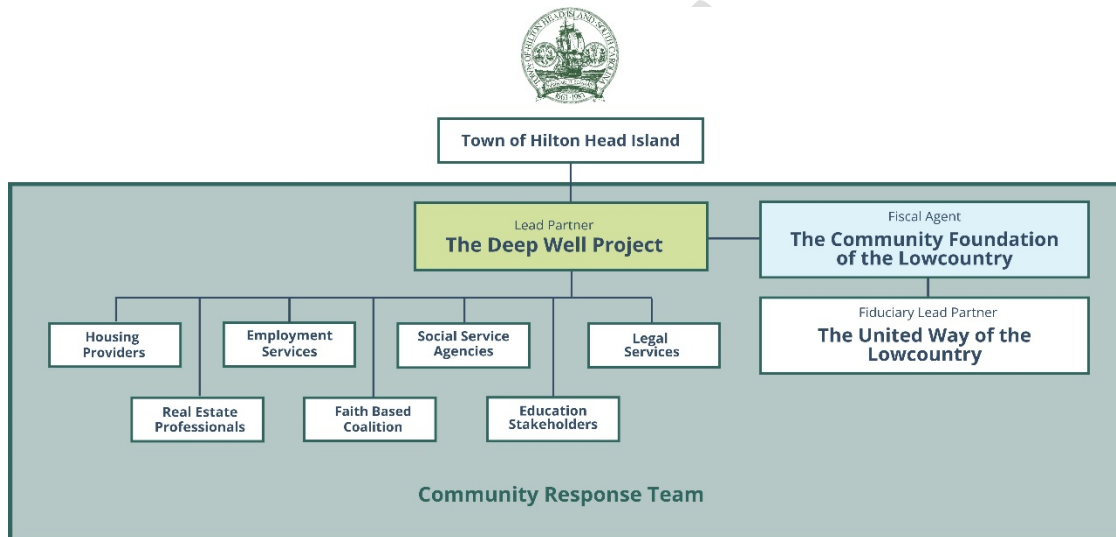


Chimney Cove Village remains a potential redevelopment site, highlighting the need for a strategy to develop a plan to support residents facing housing displacement.

Displacement events can be recognized through various channels, including the Town's Pre-Application Process for development and or redevelopment projects. The Pre-Application Process serves as an informal discussion with Town staff to assess how a potential development or redevelopment project aligns with the Town's Comprehensive Plan, zoning, development regulations, and environmental standards. This process offers developers early feedback on potential challenges, timelines, required approvals, and the overall permitting process. Through the Pre-Application Process early identification of development or redevelopment that could potentially lead to the displacement of residents will be possible. Anecdotal information gathered through school systems or word of mouth within communities can further provide early warning signs of displacement pressures, supplementing formal processes with valuable on-the-ground insights that will be communicated to community partners for early intervention and support services.

ROLES & RESPONSIBILITIES

The organizational structure for the Displacement Mitigation Support Plan starts with the Town identifying a potential displacement event through the development review process. Once a potential displacement event is identified, the Town will activate the Community Response Team. This team, led by the Lead Partner, mobilizes necessary resources and support services to manage displacement events. This design aims to streamline communication, resource allocation, and the execution of the plan. The organizational chart highlights the importance of collaboration and resource sharing among organizations to address displacement issues effectively.



Role of the Town of Hilton Head Island

The Chief Housing Officer will be the designated Town official responsible for activating the Displacement Mitigation Support Plan. Other Town staff, primarily the Planning Department staff responsible for oversight of development and building permit applications, will be responsible for notifying the Chief Housing Officer of a potential displacement event. Additionally, communications will be critical in disseminating information to the public, ensuring transparency, and keeping stakeholders informed throughout a potential displacement event. For example, the Town may create and distribute collateral and other messages in affected neighborhoods, providing details on accessing the Community Response Team and their support services.

To support early intervention strategies, the Town's Planning Department will introduce a Voluntary Displacement Mitigation Questionnaire as part of the Pre-Application Process. This questionnaire will be available for property owners or developers proposing new developments or redevelopments that could potentially displace Island residents. The purpose of the voluntary questionnaire is to assess displacement-related issues. Responses will directly inform the Community Response Team's efforts to anticipate and address potential impacts on residents. By gathering this information early, the process will facilitate timely coordination with community partners, ensuring that the necessary support is provided to affected individuals and families.

Role of the Community Response Team

The Community Response Team, led by the Lead Partner, works directly with displaced residents, providing essential services and tailored support during displacement events. Collaborating closely with resource partners, the Lead Partner ensures a coordinated response that addresses the unique needs of each household. The Fiscal Agent manages the Displacement Mitigation Fund (a privately held fund) and facilitates a platform for monetary donations to support necessary displacement services while the Fiduciary Lead partner oversees the allocation of financial resources. The Community Response Team consists of community organizations, government agencies, non-profits, and other relevant entities, combining their expertise to implement the Displacement Mitigation Support Plan effectively.

Together, they ensure seamless coordination, leveraging diverse resources to assist residents through every stage of displacement recovery. The roles of the lead partners are as follows:

- **Lead Partner: The Deep Well Project**

The Deep Well Project will serve as the Lead Partner, responsible for coordinating and overseeing the collaborative efforts of various stakeholders in addressing displacement challenges. This agency facilitates communication, collaboration, and resource allocation among team members, ensuring alignment with the team's objectives and priorities. The lead partner was selected for their extensive experience in managing displacement events.

- **Fiscal Agent: Community Foundation of the Lowcountry**

The Community Foundation of the Lowcountry will serve as the Fiscal Agent, holding and managing the displacement funds within the Hilton Head Displacement Fund. As the Fiscal Agent, it will oversee financial stewardship, ensuring proper fund management and compliance with donor restrictions and regulatory guidelines.

- **Fiduciary Lead Partner: United Way of the Lowcountry**

The United Way of the Lowcountry will serve as the Fiduciary Lead Partner, providing oversight on expenditures of the Displacement Mitigation Fund to support rental assistance, moving aid, diversion programs, and other essential services for displaced residents. Disbursements from the fund will be directed to The Deep Well Project or other IRS-recognized charitable organizations within the Community Response Team. Funding requests from the Community Response Team will be submitted to the United Way of the Lowcountry. Upon approval, disbursements will be coordinated with the Fiscal Agent, the Community Foundation of the Lowcountry. The United Way of the Lowcountry has demonstrated an ability to provide oversight and distribute funding assets to community organizations reinforcing its capacity to effectively support urgent community needs.

Support Services Offered by the Community Response Team

The Community Response Team activities may include intake assessments to understand individual needs, access to temporary lodging, financial assistance, and social services, and facilitating diversion strategies to prevent further displacement. The team collaborates closely with resource partners to ensure a comprehensive and coordinated response tailored to the specific needs of each displaced resident. Some areas of expertise include the following:

- Case Management
- Rental Assistance
- Moving Expenses
- Diversion Services
- Housing Navigator Services

CONCLUSION

The Displacement Mitigation Support Plan for Hilton Head Island is a community-driven effort designed to tackle the issue of residential displacement. Rising housing costs and limited availability create significant challenges for local families, so this Plan unites the Town and various community partners to provide vital support and solutions. While addressing immediate displacement needs is critical, the Plan also recognizes that long-term housing solutions are necessary. The Town's Workforce Housing Framework, *"Finding Home"*, which guides much of this effort, focuses on developing more accessible housing solutions, ensuring displaced residents have access to attainable and sustainable housing options.

Central to the Plan's success is its emphasis on community involvement. Residents and stakeholders shared valuable insights through meetings and workshops, ensuring the strategies developed were relevant and practical. This comprehensive approach fosters a sense of connection and commitment to the Plan's objectives.

Key partners have been identified to play critical roles in ensuring the Plan's effective implementation. These partners bring essential expertise, resources, and strong community ties. Each partner will oversee different aspects of the Plan, from coordinating direct services to managing fundraising and mobilizing volunteers.

This structured approach enhances the Plan's operational effectiveness and ensures that assistance reaches those in need swiftly and efficiently. Notably, the Plan is designed to adapt to changing needs and circumstances. It's not just a static response but an ongoing effort to support residents facing housing challenges. By working together, the community can create a stable and supportive environment where every resident could thrive.

The Displacement Mitigation Support Plan is a proactive and collaborative initiative to build a stronger, more resilient Hilton Head Island. Through shared efforts and a clear structure, the community aspires to ensure that all residents can live securely and prosper despite the challenges posed by the housing market.



1 Town Center Court

Hilton Head Island, SC 29928

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TOWN OF HILTON HEAD ISLAND

Planning Department

Voluntary Displacement Mitigation Support Questionnaire

This voluntary questionnaire is to be completed by the property owner or authorized representative. Any efforts to address displacement support directly with tenants will be based on the voluntary information provided. The information provided in this questionnaire will solely be used for the purpose of assessing displacement-related matters. Responses will contribute to understanding and addressing any potential displacement effects resulting from the proposed project. Please respond to as many applicable questions below as possible. Thank you.

1. Are there existing tenants in the development? _____
2. Are the tenants aware of the proposed project? _____
3. What is the current occupancy rate? _____
4. How many units (number and type) are being impacted? _____
5. How many tenants are being impacted (household size)? _____
6. How long are the leases? Or when do leases expire? _____
7. What are the current rent ranges? _____
8. Do the tenants work on the Island? _____
9. Do the tenants have school-aged children? _____
10. Would the property owner or authorized representative consider an extended lease termination process? _____
11. Will the new development be maintained as the same use (rental, mobile home, ownership)? _____
12. If returning to rental, what will the new rent ranges be? _____
13. Will the property offer any workforce housing units? What will the rent ranges be? _____
14. Would the property owner or authorized representative consider offering workforce housing units if there were incentives to do so? _____
15. Would the property owner or authorized representative be willing to offer tenants "first right to return to the property if they qualify"? _____
16. Does the property owner or authorized representative have other units or other properties available that might offer tenants as an alternative housing option? _____
17. If the property owner or authorized representative does not have alternative units, are there any recommendations or connections with other rental property owners on the Island for potential relocation options"? _____



TOWN OF HILTON HEAD ISLAND

Planning Department

18. Would the property owner or authorized representative have the capacity to offer moving assistance or relocation support for tenants? _____
19. Would the property owner or authorized representative offer a reference letter to tenants seeking new apartment options? _____
20. Please provide any details on any financial assistance or compensation packages offered to current residents to facilitate their relocation? _____
21. Would the property owner or authorized representative be willing to host a tenant engagement meeting with Community Partners to learn about displacement support resources? _____
22. Will tenants require bilingual services? _____
23. Are the property owner or authorized representative willing to work with the Town to ensure tenants have a smooth transition through this process? _____
24. What is the timeline for 100% vacancy? _____
25. How will the property owner or authorized representative ensure transparent communication with current residents regarding the redevelopment plans, including regular updates on project milestones and timelines? _____
26. Are there plans in place to prioritize housing options for vulnerable populations or households with specific needs, such as families with children, elderly residents, or individuals with disabilities? _____
27. What measures will be implemented to address potential concerns or grievances raised by current residents during the relocation process? _____
28. How will the property owner or authorized representative ensure transparent communication with current residents regarding the redevelopment plans, including regular updates on project milestones and timelines? _____
29. How will the property owner or authorized representative ensure that the relocation process adheres to all relevant legal requirements and regulations governing tenant rights and protections? _____

Signature

Date

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, APPROVING THE “HOME MATTERS: TOWN OF HILTON HEAD ISLAND DISPLACEMENT MITIGATION SUPPORT PLAN.”

WHEREAS, the Town Council adopted the Workforce Housing Framework on November 1, 2022, which is a comprehensive approach aimed at equipping Town and community leaders with effective strategies and actionable tactics to meet the growing demand for housing preservation and new construction; and

WHEREAS, the Town Council formed the Housing Action Committee on May 16, 2023, with the sole purpose of advising and recommending to the Town various workforce housing strategies for their consideration, adoption, and implementation; and

WHEREAS, on March 21, 2024, Town Council directed that the Town develop a displacement mitigation support plan; and,

WHEREAS, on December 9, 2024, the Housing Action Committee reviewed and recommended the “Home Matters: Town of Hilton Head Island Displacement Mitigation Support Plan” on a vote of 10-0 to Town Council for consideration of approval; and

WHEREAS, on February 26, 2025, the Housing Action Committee reconsidered and recommended a revised "Home Matters: Town of Hilton Head Island Displacement Mitigation Support Plan" on a vote of 7-0 to Town Council for consideration of approval; and

WHEREAS, the “Home Matters: Town of Hilton Head Island Displacement Mitigation Support Plan” is a community-driven effort designed to tackle the challenges of residential displacement on Hilton Head Island. It represents the culmination of input from the public, community stakeholders, and the Town Council, and Town Council finds that it is in the best interests of the Town and its citizens and residents to adopt it.

NOW, THEREFORE, BE IT, AND HEREBY IT IS, RESOLVED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA:

1. The “Home Matters: Town of Hilton Head Island Displacement Mitigation Support Plan” a copy of which is attached hereto as Exhibit “A,” is hereby adopted.
2. The Town Manager is authorized to take all actions as he deems appropriate to implement the plan.

MOVED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND ON THIS _____ DAY OF _____, 2025.

THE TOWN OF HILTON HEAD ISLAND,
SOUTH CAROLINA

Alan R. Perry, Mayor

ATTEST:

Kimberly Gammon, Town Clerk

APPROVED AS TO FORM:

Curtis L. Coltrane, Town Attorney

Introduced by Council Member: _____



TOWN OF HILTON HEAD ISLAND

Community Services and Public Safety Committee

TO: Community Services and Public Safety Committee
FROM: Shawn Colin, Assistant Town Manager of Strategic Initiatives
CC: Marc Orlando, Town Manager, ICMA-CM
Curtis Coltrane, Town Attorney
DATE: March 17, 2025
SUBJECT: Consideration of an Ordinance to Authorize the Execution and Delivery of an Easement for Ingress and Egress to Cordillo Courts and the Hedges, Encumbering Real Property, located at 104 Cordillo Parkway, Owned by the Town of Hilton Head Island

RECOMMENDATION:

Consideration of an Ordinance to Authorize the Execution and Delivery of an Easement for Ingress and Egress to Cordillo Courts and the Hedges, Encumbering Real Property, located at 104 Cordillo Parkway, Owned by the Town of Hilton Head Island

BACKGROUND:

The Town of Hilton Head Island (the "Town") owns a 1.472-acre parcel of land, located at 104 Cordillo Parkway and described in the Plat entitled "Sea Cabin Racquet Club As-Built," dated January 24, 1983, and recorded in the Office of the Register of Deeds for Beaufort County, South Carolina, in Plat Book 31 at Page 53 (hereinafter referred to as the "Town Property"). This parcel is located on the northwestern side of the right-of-way of Cordillo Parkway on Hilton Head Island, South Carolina.

Adjacent to the Town Property are two condominium projects, collectively known as the Sea Cabin Racquet Club I Council of Co-Owners (Cordillo Courts) and the Sea Cabin Racquet Club II Council of Co-Owners (The Hedges). These properties have historically relied on access across the Town Property for ingress and egress to and from Cordillo Parkway.

Although there has been long-standing access across the Town Property to and from the Sea Cabin Racquet Club I and II properties, there is no recorded written easement that formalizes this access. This lack of a formal easement has led the Sea Cabin Racquet Club I and II Council of Co-Owners to request the Town to grant a written easement for ingress and egress to secure and clarify this access route.

The Sea Cabin Racquet Club I Council of Co-Owners and the Sea Cabin Racquet Club II Council of Co-Owners have formally requested the Town grant an easement for

ingress and egress across the Town Property. This would formalize the access route to Cordillo Courts and The Hedges.

Pursuant to S.C. Code Ann. § 7-40 (Supp. 2024) and § 2-7-20 of the Municipal Code of the Town of Hilton Head Island, the granting of easements that encumber real property owned by the Town requires authorization by an ordinance of the Town Council.

SUMMARY:

Historical Use and Need for Formalization: The Sea Cabin Racquet Club I and II properties have utilized access across the Town Property for many years. Granting a formal easement for ingress and egress would provide the residents and owners of these condominium properties with clarity and legal security regarding their access rights. It ensures continued and uninterrupted access to and from Cordillo Parkway.

Property Value and Legal Clarity: Formalizing the access easement would provide the Sea Cabin Racquet Club I and II properties with an officially recognized and documented right-of-way. This will enhance property value and provide legal clarity to all parties involved, reducing the potential for future disputes or misunderstandings regarding the use of the Town Property.

Town's Best Interests: Granting the easement is in the best interests of the Town as it allows the continuation of current access while formalizing it in a way that protects both the Town's interests and those of the adjacent properties. There is no adverse impact on the Town's property, and the easement would be granted under terms and conditions that protect the Town's legal and financial position.

CONCLUSION:

Town Council is requested for consideration of an Ordinance to Authorize the Execution and Delivery of an Easement for Ingress and Egress to Cordillo Courts and the Hedges, Encumbering Real Property, located at 104 Cordillo Parkway, Owned by the Town of Hilton Head Island

ATTACHMENTS:

1. 104 Cordillo Parkway Map
2. Ordinance

Address	104 Cordillo Parkway
PIN	R552 015 000 0204 0000
Acres	1.472 Total Acres
Zoning	Park and Recreation (PR)

Town Owned Property

Subject Property



ORDINANCE 2025-_____

AN ORDINANCE TO AUTHORIZE THE EXECUTION AND DELIVERY OF AN EASEMENT FOR INGRESS AND EGRESS ENCUMBERING REAL PROPERTY OWNED BY THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, UNDER THE AUTHORITY OF S. C. CODE ANN. § 5-7-40 (SUPP. 2024), AND § 2-7-20, MUNICIPAL CODE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA (1983), AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Town of Hilton Head Island, South Carolina, owns real property which is known and described as follows:

All that certain piece, parcel or tract of land with improvements thereon, situate, lying and being on Hilton Head Island, Beaufort County, South Carolina, being comprised of a certain 1,472 acre parcel lying on the northwestern side of the right-of-way of Cordillo Parkway, said parcel being shown and described as a 1.472 acre parcel on a Plat entitled “Sea Cabin Racquet Club As-Built” prepared by Coastal Surveying, Inc., dated January 24, 1983, and recorded in the Office of the Register of Deeds for Beaufort County, South Carolina, in Plat Book 31 at Page 53 (hereinafter, the “Town Property”).

WHEREAS, condominium projects which are properties of the Sea Cabin Racquet Club I Council of Co-Owners, also known as “Cordillo Courts” and the Sea Cabin Racquet Club II Council of Co-Owners, also known as “The Hedges,” are adjacent to the Town Property.

WHEREAS, access to from the public roadway known as Cordillo Parkway to Cordillo Courts and The Hedges is and has been across the paved driving surfaces that exist on the Town Property; and,

WHEREAS, there is no recorded written easement for ingress and egress to and from Cordillo Courts and The Hedges across the Town Property; and,

WHEREAS, the Sea Cabin Racquet Club I Council of Co-Owners and the Sea Cabin Racquet Club II Council of Co-Owners, have requested that a formal written easement for

ingress across the Town Property be granted to formalize the access to Cordillo Courts and The Hedges; and,

WHEREAS, S. C. Code Ann. § -7-40 (Supp. 2024) and § 2-7-20, *Municipal Code of the Town of Hilton Head Island, South Carolina* (1983) require that the granting of easements encumbering real property owned by the Town of Hilton Head Island, South Carolina, be authorized by an ordinance; and,

WHEREAS, the Town Council for the Town of Hilton Head Island, South Carolina, determines that it is in the best interests of the Town to grant the easement.

NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA; AND IT IS ORDERED AND ORDAINED BY THE AUTHORITY OF THE TOWN COUNCIL, AS FOLLOWS:

Section 1. Execution and Delivery of Easement.

- (a) The Mayor and Town Manager are hereby authorize to execute and deliver the Easement for Ingress and Egress to the Sea Cabin Racquet Club I Council of Co-Owners and the Sea Cabin Racquet Club II Council of Co-Owners, in the form and substance of the “Easement Agreement” attached hereto as Exhibit “A.”
- (b) The Mayor and Town Manager are authorized to take any further actions they deem necessary or advisable to complete the execution and delivery of the easement as authorized in Article 1(a) above.

Section 2. Severability.

If any section, phrase, sentence, or part of this Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, such section, phrase, sentence, or part shall be deemed to be separate, distinct, and independent from the balance of the Ordinance, and such holding shall not affect the validity of the remaining parts.

Section 3. Effective Date.

This Ordinance shall be effective upon adoption by the Town Council for the Town of Hilton Head Island, South Carolina.

PASSED, APPROVED AND ADOPTED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, ON THIS ___ DAY OF APRIL, 2025.

Alan R. Perry, Mayor

ATTEST:

Kimberly Gammon, Town Clerk

APPROVED AS TO FORM:

Curtis L. Coltrane, Town Attorney

Introduced by Council Member:_____

EXHIBIT A TO ORDINANCE AUTHORIZING EXECUTION AND DELIVERY OF
EASEMENT FOR INGRESS AND EGRESS ENCUMBERING TOWN OWNED LAND

STATE OF SOUTH CAROLINA)
) EASEMENT AGREEMENT
COUNTY OF BEAUFORT)

This Easement Agreement is made this _____ day of April, 2025, by and between the Town of Hilton Head Island, South Carolina and Sea Cabin Racquet Club I Council of Co-Owners and Sea Cabin Racquet Club II Council of Co-Owners, which are horizontal property regimes established under the laws of the State of South Carolina.

W I T N E S S E T H

Whereas, The Town of Hilton Head Island, South Carolina, owns real property that is described as follows:

All that certain piece, parcel or tract of land with improvements thereon, situate, lying and being on Hilton Head Island, Beaufort County, South Carolina, being comprised of a certain 1,472 acre parcel lying on the northwestern side of the right-of-way of Cordillo Parkway, said parcel being shown and described as a 1.472 acre parcel on a Plat entitled “Sea Cabin Racquet Club As-Built” prepared by Coastal Surveying, Inc., dated January 24, 1983, and recorded in the Office of the Register of Deeds for Beaufort County, South Carolina, in Plat Book 31 at Page 53 (hereafter, the “Town Property”).

Whereas, owners of units in both Sea Cabin Racquet Club 1 and Sea Cabin Racquet Club II must cross the Town Property for access to Cordillo Parkway, and for access to the property of Sea Cabin Racquet Club I Council of Co-Owners and Sea Cabin Racquet Club II Council of Co-Owners, from Cordillo Parkway.

Whereas, access easements are shown on Plats recorded in the Office of the Register of Deeds for Beaufort County, South Carolina, in Plat Book 25 at Page 113, in Plat Book 27 at Page 142, in Plat Book 27 at Page 148 and in Plat Book 28 at Page 41, the same are ambiguous and there is no formal, written, recorded express easement providing ingress and egress to and from Cordillo Parkway from the property of Sea Cabin Racquet Club I Council of Co-Owners and Sea Cabin Racquet Club II Council of Co-Owners.

Whereas, the Town Council for The Town of Hilton Head Island, South Carolina, has determined that it is in the best interests of the Town and its citizens and residents to enter into an Easement Agreement with Sea Cabin Racquet Club I Council of Co-Owners and Sea Cabin Racquet Club II Council of Co-Owners, for ingress and egress to and from Cordillo Parkway.

Now, therefore, The Town of Hilton Head Island, South Carolina, for and in consideration of the sum of Ten (\$10.00) Dollars, the receipt and sufficiency whereof is acknowledged, has bargained, granted, and sold and by these presents does hereby bargain, grant, and sell to Sea Cabin Racquet Club I Council of Co-Owners and Sea Cabin Racquet Club II Council of Co-Owners, and their successors and assigns, a perpetual, non-exclusive easement on, over and across the Town Property for ingress and egress to and from Cordillo Parkway as follows:

The Town of Hilton Head Island, South Carolina, grants a non-exclusive, permanent easement on, over and across the paved driving surfaces as the same may exist from time to time on the Town Property, for ingress and egress to and from Cordillo Parkway from the Property of Sea Cabin Racquet Club I Council of Co-Owners and Sea Cabin Racquet Club II Council of Co-Owners.

This Easement is made for the benefit of all owners of units in Sea Cabin Racquet Club I Council of Co-Owners and Sea Cabin Racquet Club II Council of Co-Owners.

This Easement is made and accepted subject to the following terms and conditions.

1. This Easement is conveyed subject to all other easements, licenses, and conveyances of record and are subject to the rights herein reserved by The Town of Hilton Head Island, South Carolina, and its successors and assigns, to utilize the Town Property at any time, in any manner, and for any purpose, provided, however, that such use by The Town of Hilton Head Island, South Carolina, shall not be inconsistent with the restrictions, covenants and conditions set forth in that certain Agreement by and between Dennis Van Der Meer and Sea Cabin Corporation, dated February 14, 1983, and recorded in the Office of the Register of Deeds for Beaufort County, South Carolina on February 24, 1983 in Book 364, at Page 778, nor prevent the full utilization by Sea Cabin Racquet Club I Council of Co-Owners and Sea Cabin Racquet Club II Council of Co-Owners of the rights and privileges granted herein.
2. Sea Cabin Racquet Club I Council of Co-Owners and Sea Cabin Racquet Club II warrant and represent that the use of this Easement by Sea Cabin Racquet Club I Council of Co-Owners and Sea Cabin Racquet Club II Council of Co-Owners and any owner of any unit in Sea Cabin Racquet Club I and Sea Cabin Racquet Club II, shall be under the sole and exclusive control of Sea Cabin Racquet Club I Council of Co-Owners and Sea Cabin Racquet

Club II Council of Co-Owners, and that they shall at all times comply with all applicable laws, rules, codes, and regulations in connection with the use of this Easement.

3. Any notice required to be given under the terms of this Easement Agreement shall be made by personal delivery or mail to The Town of Hilton Head Island, South Carolina, or Sea Cabin Racquet Club I Council of Co-Owners and Sea Cabin Racquet Club II Council of Co-Owners at the following addresses:

To The Town of Hilton Head Island,
South Carolina:

ATTN: Town Manager
One Town Center Court
Hilton Head Island, SC 29928;

To Sea Cabin Racquet Club I Council of
Co-Owners and Sea Cabin Racquet Club II
Council of Co-Owners:

ATTN: Manager
Post Office Box 7665
Hilton Head Island, SC 29938;

or to such other address as The Town of Hilton Head Island, South Carolina, or Sea Cabin Racquet Club I Council of Co-Owners or Sea Cabin Racquet Club II Council of Co-Owners may direct by written notification to the other.

[Signature Pages Follow]

In Witness whereof Sea Cabin Racquet Club I Council of Co-Owners, by and through James Ackerman, its duly authorized President, have executed and delivered this Easement Agreement on this ___ day of April, 2025.

WITNESSES:

SEA CABIN RACQUET CLUB 1
COUNCIL OF CO-OWNERS

By: _____
James Ackerman

Its: President

STATE OF SOUTH CAROLINA	)	UNIFORM ACKNOWLEDGMENT
	)	
COUNTY OF BEAUFORT	)	S. C. CODE ANN. § 30-5-30 (Supp. 2024)

I, the undersigned Notary Public do hereby certify that James Ackerman, President of Sea Cabin Racquet Club I Council of Co-Owners, personally appeared before me on this day and duly acknowledged the execution of this Easement Agreement.

Sworn to and Subscribed before me
on this _____ Day of April, 2025.

Notary Public for South Carolina
My Commission Expires: _____

In Witness whereof Sea Cabin Racquet Club II Council of Co-Owners, by and through James Ackerman, its duly authorized President has executed and delivered this Easement Agreement on this ___ day of April, 2025.

WITNESSES:

SEA CABIN RACQUET CLUB II
COUNCIL OF CO-OWNERS

By: _____
James Ackerman

Its: President

STATE OF SOUTH CAROLINA	)	UNIFORM ACKNOWLEDGMENT
	)	
COUNTY OF BEAUFORT	)	S. C. CODE ANN. § 30-5-30 (Supp. 2024)

I, the undersigned Notary Public do hereby certify that James Ackerman, President of Sea Cabin Racquet Club II Council of Co-Owners, personally appeared before me on this day and duly acknowledged the execution of this Easement Agreement.

Sworn to and Subscribed before me
on this _____ Day of April, 2025.

Notary Public for South Carolina
My Commission Expires: _____

In Witness whereof, The Town of Hilton Head Island, South Carolina, by and through Alan R. Perry and Marc A. Orlando, its duly authorized Mayor and Town Manager has executed and delivered this Easement Agreement on this ____ day of April, 2025.

WITNESSES:

THE TOWN OF HILTON HEAD
ISLAND, SOUTH CAROLINA

By: _____
Alan R. Perry, Mayor

Its: _____
Marc A. Orlando,
Town Manager

STATE OF SOUTH CAROLINA	)	UNIFORM ACKNOWLEDGMENT
	)	
COUNTY OF BEAUFORT	)	S. C. CODE ANN. § 30-5-30 (Supp. 2024)

I, the undersigned Notary Public do hereby certify that Alan R. Perry, Mayor, and Marc A. Orlando, Town Manager, personally appeared before me on this day and duly acknowledged the execution of this Easement Agreement.

Sworn to and Subscribed before me
on this _____ Day of April, 2025.

Notary Public for South Carolina
My Commission Expires: _____



TOWN OF HILTON HEAD ISLAND

Community Services and Public Safety Committee

TO: Community Services and Public Safety Committee
FROM: Shawn Colin, Assistant Town Manager of Strategic Initiatives
CC: Marc Orlando, Town Manager, ICMA-CM
Curtis Coltrane, Town Attorney
DATE: March 17, 2025
SUBJECT: Consideration of a Resolution Authorizing the Execution and Delivery of an Agreement with Cordillo Courts and the Hedges, Regarding Signs on Real Property Owned, Located at 104 Cordillo Parkway, by the Town of Hilton Head Island

RECOMMENDATION:

Consideration of a Resolution Authorizing the Execution and Delivery of an Agreement with Cordillo Courts and the Hedges, Regarding Signs on Real Property Owned, Located at 104 Cordillo Parkway, by the Town of Hilton Head Island.

BACKGROUND:

The Town of Hilton Head Island (the "Town") owns a 1.472-acre parcel of land, located at 104 Cordillo Parkway and described in the Plat entitled "Sea Cabin Racquet Club As-Built," dated January 24, 1983, and recorded in the Office of the Register of Deeds for Beaufort County, South Carolina, in Plat Book 31 at Page 53 (hereinafter referred to as the "Town Property"). This parcel is located on the northwestern side of the right-of-way of Cordillo Parkway on Hilton Head Island, South Carolina.

Currently, the Town maintains two signs on the Town Property, located near the intersection of Cordillo Parkway. These signs serve to identify both the Town Property and the adjacent condominium projects known as the Sea Cabin Racquet Club I Council of Co-Owners (Cordillo Courts) and Sea Cabin Racquet Club II Council of Co-Owners (The Hedges). Additionally, the signs identify the location of the Cordillo Public Tennis Courts.

The Town has negotiated a Sign Maintenance Agreement with the Sea Cabin Racquet Club I Council of Co-Owners and the Sea Cabin Racquet Club II Council of Co-Owners to formalize the maintenance responsibilities of the signs on the Town Property. This agreement ensures that both parties are clear on their respective roles and obligations regarding the installation, maintenance, repair, and replacement of the signs.

The Town Council is requested to adopt a resolution authorizing the execution and delivery of the Sign Maintenance Agreement between the Town of Hilton Head Island and the Sea Cabin Racquet Club I and II Councils of Co-Owners. The resolution will formalize the agreement and authorize the Town to perform its obligations as outlined within the agreement.

The proposed Sign Maintenance Agreement includes the following key provisions:

1. **Sign Maintenance Responsibility:** The Town will maintain a sign located near the intersection of Cordillo Parkway and the entrance to the Cordillo Public Tennis Courts. The sign will include a panel identifying “Cordillo Courts,” “The Hedges,” and “Cordillo Public Tennis Courts.” The Town will also maintain a directional sign showing the way to “Cordillo Courts” and “The Hedges” at the intersection of the drives to these properties.
2. **Cost Responsibility:** The Town will bear full responsibility for the cost of installation, maintenance, repair, and replacement of the signs.
3. **Design and Style:** The design and style of the signs are at the sole discretion of the Town. The Town may alter the design or style of the signs from time to time, as long as it adheres to the requirements set forth in the agreement. The Town will not relocate the signs or alter the lettering size or phrasing without first providing written notice to Cordillo Courts and The Hedges. If no objections are received within 30 days, the change will be deemed approved.
4. **Default and Remedies:** In the event of a default by any party, the non-defaulting party will be entitled to pursue remedies under law or equity. A 90-day written notice will be provided before pursuing such remedies.
5. **Notice Provisions:** The agreement specifies how and where notices should be delivered to the respective parties, including the addresses for the Town of Hilton Head Island and the Sea Cabin Racquet Club I and II Councils of Co-Owners.

SUMMARY:

Clarity and Formalization of Responsibilities: The Sign Maintenance Agreement clearly outlines the Town’s responsibilities for maintaining the signs and ensures that all parties are aligned regarding their obligations. This formalization of duties provides clarity for both the Town and the property owners of Cordillo Courts and The Hedges.

Community and Visitor Awareness: Maintaining clear and visible signage is important for the identification of the properties and helps visitors navigate the area, especially in relation to the Cordillo Public Tennis Courts. The signs contribute to the overall ease of access and visibility for both residents and the public.

No Financial Burden on the Property Owners: The Town assumes full responsibility for the costs associated with the installation, maintenance, and repair of the signs. This arrangement relieves the Sea Cabin Racquet Club I and II Councils of Co-Owners from any financial burden related to the upkeep of the signage.

Ensuring Long-Term Maintenance: The agreement ensures that the signs will be properly maintained over time, preventing potential deterioration or confusion for residents, visitors, and the public.

CONCLUSION:

Town Council is requested for consideration of a Resolution Authorizing the Execution and Delivery of an Agreement with Cordillo Courts and the Hedges, Regarding Signs on Real Property Owned, Located at 104 Cordillo Parkway, by the Town of Hilton Head Island.

ATTACHMENTS:

1. 104 Cordillo Parkway Map
2. Resolution

Address	104 Cordillo Parkway
PIN	R552 015 000 0204 0000
Acres	1.472 Total Acres
Zoning	Park and Recreation (PR)

Town Owned Property

Subject Property



A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, AUTHORIZING THE EXECUTION AND DELIVERY OF AN AGREEMENT REGARDING SIGNS ON REAL PROPERTY OWNED BY THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, AND THE PERFORMANCE OF THE OBLIGATIONS OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, DESCRIBED IN THE AGREEMENT.

WHEREAS, the Town of Hilton Head Island, South Carolina, owns real property which is known and described as follows:

All that certain piece, parcel or tract of land with improvements thereon, situate, lying and being on Hilton Head Island, Beaufort County, South Carolina, being comprised of a certain 1,472 acre parcel lying on the northwestern side of the right-of-way of Cordillo Parkway, said parcel being shown and described as a 1.472 acre parcel on a Plat entitled "Sea Cabin Racquet Club As-Built" prepared by Coastal Surveying, Inc., dated January 24, 1983, and recorded in the Office of the Register of Deeds for Beaufort County, South Carolina, in Plat Book 31 at Page 53 (hereinafter, the "Town Property").

WHEREAS, the Town of Hilton Head Island, South Carolina, currently maintains two signs on the Town Property identifying the Town Property and condominium projects which are properties of the Sea Cabin Racquet Club I Council of Co-Owners, also known as "Cordillo Courts" and the Sea Cabin Racquet Club II Council of Co-Owners, also known as "The Hedges,"

WHEREAS, the Town of Hilton Head Island, South Carolina, has negotiated a Sign Maintenance Agreement with the Sea Cabin Racquet Club I Council of Co-Owners and the Sea Cabin Racquet Club II Council of Co-Owners regarding the maintenance of the signs; and,

WHEREAS, The Town Council of the Town of Hilton Head Island, South Carolina has determined that it is in the best interests of the Town of Hilton Head Island, South Carolina, to authorize the execution and delivery of the Sign Maintenance Agreement, and

to authorize the completion of the obligations of the Town of Hilton Head Island, South Carolina, described in the proposed Sign Maintenance Agreement, as set forth below.

**NOW THEREFORE, BE IT RESOLVED AND IT HEREBY IS RESOLVED
BY THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND,
SOUTH CAROLINA:**

1. The Mayor and Town Manager are hereby authorized to execute the proposed Sign Maintenance Agreement between The Town of Hilton Head Island, South Carolina, and HHSC, LLC, a copy of which is attached hereto as Exhibit "A."
2. The Town Manager are hereby authorized to take all actions as may be necessary to complete the obligations of the Town of Hilton Head Island, South Carolina, under the Sign Maintenance Agreement.

**MOVED, APPROVED AND ADOPTED BY THE TOWN COUNCIL FOR
THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, ON THIS ___
DAY OF APRIL, 2025.**

Alan R. Perry, Mayor

ATTEST:

Kimberly Gammon, Town Clerk

APPROVED AS TO FORM:

Curtis L. Coltrane, Town Attorney

Introduced by Council Member: _____

EXHIBIT A TO RESOLUTION AUTHORIZING EXECUTION AND DELIVERY OF A
SIGN MAINTENANCE AGREEMENT

STATE OF SOUTH CAROLINA)
)
COUNTY OF BEAUFORT) SIGN MAINTENANCE AGREEMENT

This Sign Maintenance Agreement is made this _____ day of April, 2025, by and between the Town of Hilton Head Island, South Carolina, (herein then”Town”), and Sea Cabin Racquet Club I Council of Co-Owners and Sea Cabin Racquet Club II Council of Co-Owners, which operate under the trade names of “Cordillo Courts” and “The Hedges” (herein “Cordillo Courts and The Hedges”).

Whereas, The Town of Hilton Head Island, South Carolina, owns real property that is described as follows:

All that certain piece, parcel or tract of land with improvements thereon, situate, lying and being on Hilton Head Island, Beaufort County, South Carolina, being comprised of a certain 1,472 acre parcel lying on the northwestern side of the right-of-way of Cordillo Parkway, said parcel being shown and described as a 1.472 acre parcel on a Plat entitled “Sea Cabin Racquet Club As-Built” prepared by Coastal Surveying, Inc., dated January 24, 1983, and recorded in the Office of the Register of Deeds for Beaufort County, South Carolina, in Plat Book 31 at Page 53 (hereafter, the “Town Property”).

Whereas, The Town of Hilton Head Island, South Carolina, owns and maintains a sign located on the Town Property adjacent to Cordillo Parkway. The existing sign includes panels identifying “Cordillo Courts” and “The Hedges” as well as the Cordillo Public Tennis

Courts.

Whereas, the The Town of Hilton Head Island, South Carolina and Sea Cabin Racquet Club I Council of Co-Owners and Sea Cabin Racquet Club II Council of Co-Owners, have reached and agreement regarding the sign that is memorialized herein.

Now, therefore, for and in consideration of the sum of One Dollar, each to the other paid at and before the execution and delivery of this Sign Maintenance Agreement, the receipt and sufficiency of which is acknowledged, the parties agree as follows:

1. The Town shall maintain a sign on the Town property near the intersection of Cordillo Parkway and the entrance to the Cordillo Public Tennis Courts. The sign shall include a panel or text (depending on the style and configuration of the sign) identifying “Cordillo Courts” and “The Hedges” as well as the “Cordillo Public Tennis Courts.” The Town shall also maintain a directional sign showing the way to “Cordillo Courts” and “The Hedges” in its current location at the intersection of the drives to Cordillo Courts and The Hedges.
2. The Town shall be solely responsible for the cost of the installation, maintenance, repair and replacement of the signs.
3. The design and style of the signs shall be in the sole discretion of the Town, and the Town may alter and change the design and style of the signs from time to time, in its discretion, subject to the requirements of this Sign Maintenance Agreement. The signs shall not be relocated, nor shall the lettering size or phrasing be reduced, without prior written notice to Cordillo Courts or the Hedges. If no objection is communicated in writing to the Town within thirty day of receipt of the proposed relocation or lettering change, it will be deemed approved.

4. Except as may be otherwise expressly provided or limited herein with respect to any specific act or omission, if any party shall default in any of its obligations, covenants, or agreements contained within this Sign Maintenance Agreement, and shall remain in default after ninety (90) day's written notice specifying the default and demanding that the default be cured, then the non-defaulting party shall be entitled to pursue any remedy at law or in equity.

5. Any notice required to be given under the terms of this Sign Maintenance Agreement shall be made by personal delivery or mail to The Town of Hilton Head Island, South Carolina, or Sea Cabin Racquet Club I Council of Co-Owners and Sea Cabin Racquet Club II Council of Co-Owners at the following addresses:

To The Town of Hilton Head Island,
South Carolina:

ATTN: Town Manager
One Town Center Court
Hilton Head Island, SC 29928;

To Sea Cabin Racquet Club I Council of
Co-Owners and Sea Cabin Racquet Club II
Council of Co-Owners:

ATTN: Manager
Post Office Box 7665
Hilton Head Island, SC 29928;

or to such other address as The Town of Hilton Head Island, South Carolina, or Sea Cabin Racquet Club I Council of Co-Owners or Sea Cabin Racquet Club II Council of Co-Owners may direct by written notification to the other.

In Witness whereof Sea Cabin Racquet Club 1 Council of Co-Owners, by and through James Ackerman, its duly authorized President has executed and delivered this Sign Maintenance Agreement on this ____ day of April, 2025.

WITNESSES:

SEA CABIN RACQUET CLUB I
COUNCIL OF CO-OWNERS

By: _____
James Ackerman

Its: President

STATE OF SOUTH CAROLINA	)	UNIFORM ACKNOWLEDGMENT
	)	
COUNTY OF BEAUFORT	)	S. C. CODE ANN. § 30-5-30 (Supp. 2024)

I, the undersigned Notary Public do hereby certify that James Ackerman, President of Sea Cabin Racquet Club I Council of Co-Owners, personally appeared before me on this day and duly acknowledged the execution of this Sign Maintenance Agreement.

Sworn to and Subscribed before me
on this _____ Day of April, 2025.

Notary Public for South Carolina
My Commission Expires: _____

In Witness whereof Sea Cabin Racquet Club II Council of Co-Owners, by and through James Ackerman, its duly authorized President has executed and delivered this Sign Maintenance Agreement on this ____ day of April, 2025.

WITNESSES:

SEA CABIN RACQUET CLUB II
COUNCIL OF CO-OWNERS

By: _____
James Ackerman

Its: President

STATE OF SOUTH CAROLINA	)	UNIFORM ACKNOWLEDGMENT
	)	
COUNTY OF BEAUFORT	)	S. C. CODE ANN. § 30-5-30 (Supp. 2024)

I, the undersigned Notary Public do hereby certify that James Ackerman, President of Sea Cabin Racquet Club II Council of Co-Owners, personally appeared before me on this day and duly acknowledged the execution of this Sign Maintenance Agreement.

Sworn to and Subscribed before me
on this _____ Day of April, 2025.

Notary Public for South Carolina
My Commission Expires: _____

In Witness whereof, The Town of Hilton Head Island, South Carolina, by and through Alan R. Perry and Marc A. Orlando, its duly authorized Mayor and Town Manager has executed and delivered this Sign Maintenance Agreement on this ____ day of April, 2025.

WITNESSES:

THE TOWN OF HILTON HEAD
ISLAND, SOUTH CAROLINA

By: _____
Alan R. Perry, Mayor

Its: _____
Marc A. Orlando,
Town Manager

STATE OF SOUTH CAROLINA	)	UNIFORM ACKNOWLEDGMENT
	)	
COUNTY OF BEAUFORT	)	S. C. CODE ANN. § 30-5-30 (Supp. 2024)

I, the undersigned Notary Public do hereby certify that Alan R. Perry, Mayor, and Marc A. Orlando, Town Manager, personally appeared before me on this day and duly acknowledged the execution of this Sign Maintenance Agreement.

Sworn to and Subscribed before me
on this _____ Day of April, 2025.

Notary Public for South Carolina
My Commission Expires: _____



TOWN OF HILTON HEAD ISLAND

Community Services & Public Safety Committee

TO: Community Services & Public Safety Committee
FROM: Missy Luick, Director of Planning
VIA: Shawn Leininger, Assistant Town Manager
CC: Marc Orlando, Town Manager
DATE: March 17, 2025
SUBJECT: Consideration of an Ordinance to Amend Title 16 of the Municipal Code, The Land Management Ordinance, to Amend the Procedures for Development Plan Reviews and Major Subdivision Plan Reviews to include the following Sections: 16-2-101, 16-2-102, and 16-2-103

RECOMENDATION:

Community Services & Public Safety Committee consider an Ordinance to amend Title 16 of the Municipal Code, The Land Management Ordinance, to amend the procedures for Development Plan Reviews and Major Subdivision Plan Reviews to include the following Sections 16-2-101, 16-2-102, and 16-2-103, and forward a recommendation to Town Council.

BACKGROUND:

Revitalize and Modernize the Economy is a focus area in the adopted Town Council 2023-2025 Strategic Action Plan. In fulfillment of this focus area, Strategy #1 Establish a Growth Management Strategy states the Town will:

“Successfully manage increasing and evolving future growth patterns in a manner that will ensure sustainability of Hilton Head Island’s unique character. Additionally, the Town must monitor economic and demographic trends, undertaking a comprehensive list of future planning activities, and proactively protecting the Island’s rich natural resources through appropriate design, regulation, and capital investment practices.”

In this regard, Town Council directed Town Staff to advance amendments to the Land Management Ordinance (LMO) in the 2024 Strategic Action Work Plan. The effort has been divided into two separate projects, the full LMO Overhaul and the priority amendments. The priority amendments include incremental changes to both the LMO and portions of the Municipal Code related to land management that seek to address important and urgent issues in advance of the full LMO Overhaul. These priority amendments aim to address pressing community development issues with the best short-term solution while minimizing unintended outcomes. Issues that require additional

analysis and research or are more complex are recommended to be further explored during the full LMO Overhaul.

At the September 24, 2024, Town Council Workshop, Town staff received the following comments and direction regarding this proposed amendment to the subdivision and development plan review regulations.

1. Require Major Development Plan Review and Major Subdivisions public hearing with the Planning Commission.
2. Require advanced public notice mailing to all owners and POA's beyond the standard 350 feet.
3. Require notice of application and hearing be posted on the site.
4. Require pre-application meetings with Town staff for Major Subdivisions and Major Development Plan Reviews.
5. Allow LMO Official to advance Minor Development Plans to the Planning Commission for a public hearing when the property is adjacent to residential.

SUMMARY OF AMENDMENT:

Changes are proposed to the Major Subdivision, Minor Development Plan, and Major Development Plan review processes. These changes aim to improve transparency, enhance community involvement, and ensure that the public is better informed about potential developments in their neighborhoods. The updated process includes provisions designed to increase public notice and provide more opportunities for community engagement.

In this regard, the amendments will:

1. Mandate pre-application meetings with Town staff for Major Subdivisions and Major Development Plans.
2. Add a required Planning Commission review element to Major Subdivisions, Major Development Plans, and Minor Development Plans if the property is adjacent to or across the street from residential uses.
3. Require the following advanced public notices to the public, offering residents more time and opportunities to engage with proposed developments.
 - a. Publish notice of the hearing in a newspaper of general circulation in the Town, and
 - b. Mail notice to all property owners and homeowners associations (POAs) within 500 feet of the site through first class mail (with return receipt), and
 - c. Post conspicuous notice of the hearing on, or adjacent to, the property subject to the application that is visible from each public thoroughfare that abuts the subject property.
4. Require a Planning Commission public hearing for the review of Major Subdivisions and Major Development Plans.

The public hearing process ensures larger developments and certain minor improvements adjacent to residential uses are reviewed publicly and the community has a platform to learn about the project and ask questions.

ANALYSIS:

Proposed Amendments

The proposed priority amendments aim to enhance public engagement, improve transparency, ensure early stakeholder involvement, and strengthen oversight for developments with significant community impact.

The following table demonstrates how the proposed amendments address demonstrated issues.

Issue	Proposed Amendment
Require a Planning Commission public hearing.	Sec.16-2-101. Summary Table of Review Procedures This table includes mandatory public hearings for Major Subdivision and Major Development Plan reviews (indicated in the table as “<M>*”). Additionally, pre-application conferences for major subdivision and major development plan reviews are proposed to be mandatory (indicated in the table as “M”). Based on legal review and further discussions, it is recommended that the Planning Commission hold the public hearing for the purpose of the goals stated earlier, but the Planning Commission would not provide a recommendation to the LMO Official. Sec.16-2-103. Application Specific Review Procedures F. Subdivision Review (Minor or Major) 3. Subdivision Review (Minor or Major) Procedure d. Staff Review and Action – Major Subdivision i. The Official shall forward the application to the Planning Commission for review, and the Planning Commission shall review the application, staff report, and any public comment at a hearing. ii. Following review by the Planning Commission, the Official shall make a final decision on the application in accordance with Sec. 16-2-102.D. The Official's decision shall be based on the standards in Sec. 16-2-103.F.4, Subdivision Review (Minor or Major) Standards... Sec.16-2-103. Application Specific Review Procedures G. Development Plan Review (Minor or Major) 4. Development Plan Review (Minor or Major) Procedure d. Staff Review and Action – Major Development Plan Review

	i. The Official shall forward the application to the Planning Commission for review, and the Planning Commission shall review the application, staff report, and any public comment at a hearing. ii. Following review by the Planning Commission, the Official shall make a final decision on the application in accordance with Sec. 16-2-102.D. The Official's decision shall be based on the standards in Sec. 16-2-103.G.5, Development Plan Review Standards...			
Require pre-application meetings with Town staff for Major Subdivisions and Major Developments.	Sec.16-2-101. Summary Table of Review Procedures Pre-application conferences for Major Subdivision and Major Development Plan reviews are proposed to be mandatory (indicated in the table as “M”).			
Require advanced public notice.	Table 16-2-102.E.2: Hearing Notice Requirements			
	Application	Published Notice	Mailed Notice	Posted Notice
	Major Subdivision/ Major Development Plan	Publish notice of the hearing no less than 15 calendar days before the hearing date	Mail notice with return receipt of the hearing to the owner(s) of land subject to the application (if not the applicant), and owners of record of properties within 500 feet of the subject land ^{1,2} , no less than 15 calendar days before the hearing date	Post conspicuous notice of the hearing on or adjacent to the land subject to the application no less than 15 days before the hearing date, with at least one such notice being visible from each public thoroughfare that abuts the subject land
	NOTES: 1. As identified in the latest Beaufort County ad valorem tax record. 2. Where properties within 350 or 500 feet, as applicable, of the subject land are part of a townhouse, condominium, or timeshare development, the notice shall also be mailed to the president or manager of the property owners' association for the development.			
Allow LMO Official to advance minor development plan applications to	Sec.16-2-103. Application Specific Review Procedures G. Development Plan Review (Minor and Major) 4. Development Plan Review (Minor or Major) Procedure c. Staff Review and Action – Minor Development Plan Review			

Planning Commission for public hearing when the subject property is adjacent to or across the street from a residential use.	ii. A Minor Development Plan Review when adjacent to or across the street from a residential use shall be reviewed by the Planning Commission in the same manner as a Major Development Plan Review.
--	--

Text Amendment Review Standards

Section 16-2-103.B.3 of the LMO provides standards for the review of Text Amendments and states the following:

“In determining whether to recommend that Town Council adopt or deny the proposed text amendment, the Planning Commission may weigh the relevance of and consider whether and the extent to which the proposed Text Amendment:

- a. Is in accordance with the Comprehensive Plan;
- b. Is required by changed conditions;
- c. Addresses a demonstrated community need;
- d. Is consistent with the purpose and intent of the zoning districts in this Ordinance, or would improve compatibility among uses and ensure efficient development within the Town;
- e. Would result in a logical and orderly development pattern; and
- f. Would not result in significantly adverse impacts on the natural environment, including but not limited to water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment.”

The proposed text amendment aligns with the review criteria, as it:

1. Is consistent with the Comprehensive Plan’s Connected Core Value Goal 1, Planning, to foster a planning process that is inclusive, collaborative, ongoing, and responsive to changing circumstances and stakeholder priorities;
2. Responds to changing conditions by improving transparency and community involvement in the development review process;
3. Addresses a demonstrated community need by ensuring residents are better informed about proposed developments and have more opportunities for engagement;
4. Upholds the intent of zoning regulations by promoting compatibility among land uses and fostering orderly development; and

5. Creates a more logical and structured review process, improving oversight and stakeholder involvement by requiring pre-application meetings, expanded public notice, and additional Planning Commission public hearings.
6. Minimizes potential adverse impacts on the environment and surrounding neighborhoods through transparent review of certain subdivision and development plan review applications.

These changes reflect Town priorities by enhancing public participation, increasing analysis and input of major developments, and ensuring that both minor and major projects align with the Town's long-term planning objectives.

PLANNING COMMISSION REVIEW AND RECOMMENDATION:

On February 19, 2025, the Planning Commission held a Public Hearing to consider the proposed amendments for Development Plan Reviews and Major Subdivision Plan Review and the Planning Commission voted 5-0 to recommend adoption to Town Council with the following changes:

1. Change the Mandatory Hearing for both Major Development Plan Reviews and Major Subdivision Reviews to a Mandatory Public Hearing by the addition of two asterisks in the Summary Table of Development Review Procedures in LMO Section 16-2-101.
2. Replace the words "Advisory Body" with "Planning Commission" in proposed LMO Section 16-2-103.G.4.c.ii.

"A Minor Development Plan Review when adjacent to or across the street from a residential use shall be reviewed by the ~~Advisory Body~~ Planning Commission in the same manner as a Major Development Plan Review."

TOWN COUNCIL REVIEW AND DECISION:

Section 16-2-103.B.2.e of the LMO provides standards for the decision of Text Amendments and states the following:

The Town Council shall review the application, staff report, and Planning Commission recommendation, and make a final decision on the application. If the applicant proposes a change or departure from the text amendment that is different than what was reviewed by Planning Commission the change or departure shall first be submitted to the Planning Commission for review and recommendation in accordance with State law. The Town Council's decision shall be one of the following:

1. Adopt an ordinance approving the Text Amendment; or
2. Adopt a resolution denying the Text Amendment.

If the applicant proposes a change or departure from the text amendment that is different than what was reviewed by Planning Commission, the application shall be

remanded to the Planning Commission for review of and a recommendation on the proposed changes and departures. The Planning Commission shall deliver its recommendation on the proposed changes and departures to the Town Council within 30 days after the remand; if the Planning Commission fails to do so, it is deemed to have recommended approval of the proposed changes and departures.

ATTACHMENTS:

1. Ordinance
2. Text Amendment

AN ORDINANCE OF THE TOWN OF HILTON HEAD ISLAND

ORDINANCE NO.: 2025-_____

AN ORDINANCE OF THE TOWN OF HILTON HEAD ISLAND TO AMEND CHAPTER 16 OF THE MUNICIPAL CODE, THE LAND MANAGEMENT ORDINANCE, TO AMEND THE PROCEDURES FOR DEVELOPMENT PLAN REVIEWS AND MAJOR SUBDIVISION PLAN REVIEWS TO INCLUDE THE FOLLOWING SECTIONS: 16-2-101, 16-2-102, AND 16-2-103 FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Town Council for the Town of Hilton Head Island, South Carolina, has identified a continued need for the adoption of LMO Amendments to address needs and issues in the Town as such arise; and,

WHEREAS, the Town Council finds that an amendment to the Land Management Ordinance procedures and public notice requirements for Development Plan Reviews and Major Subdivision Plan Reviews is needed to improve the effectiveness and transparency of the plan review process; and,

WHEREAS, on February 19, 2025, the Planning Commission held a Public Hearing to consider the proposed amendments related to the public notice procedures for Development Plan Reviews and Major Subdivision Plan Reviews, and the public had an opportunity to comment on the proposed amendments, and the Planning Commission voted to recommend adoption of the amendments to the related to the procedures for Development Plan Reviews and Major Subdivision Plan Reviews,; and,

WHEREAS, the Town Council finds it is in the best interest of the Town and the health, safety and welfare of its citizens, residents and visitors to amend Land Management Ordinance by amending the related to the procedures for Development Plan Reviews and Major Subdivision Plan Reviews.

NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, AND IT IS HEREBY ORDERED AND ORDAINED BY AND UNDER AUTHORITY OF SAID TOWN COUNCIL, AS FOLLOWS:

Section 1. Amendment. That the Land Management Ordinance is amended as shown on Exhibit “A” to this Ordinance. Newly added language is illustrated with double underline and deleted language is illustrated with ~~strikethrough~~.

Section 2. Severability. If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 3. Effective Date. This Ordinance shall be effective upon its adoption by the Town Council of the Town of Hilton Head Island, South Carolina.

**PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE
TOWN OF HILTON HEAD ISLAND ON THIS ____ DAY OF _____, 2025.**

THE TOWN OF HILTON HEAD
ISLAND, SOUTH CAROLINA

Alan R. Perry, Mayor

ATTEST:

Kimberly Gammon, Town Clerk

First Reading:

Second Reading:

APPROVED AS TO FORM:

Curtis L. Coltrane, Town Attorney

Introduced by Council Member:_____

Chapter 16-2: Administration

Sec.16-2-101. Summary Table of Review Procedures

Table 16-2-101, Summary Table of Development Review Procedures, identifies the **Town** boards and staff responsible for making recommendations or decisions on **applications** reviewed under this **Ordinance**, as well as the role each plays in the **Town's** review of **applications**. It also identifies those **applications** that require a hearing. A textual summary of the **development** review responsibilities of the **Town's** boards established in accordance with **State** law by this **Ordinance** (**Planning Commission**, **Board of Zoning Appeals**, and **Design Review Board**), as well as staff responsibilities (the **Official**), is set down in Appendix A: Advisory and Decision Making Bodies and Persons, which is incorporated herein by reference. The specific rules that govern the **Town's boards with review responsibilities are also included in Appendix A**.

Table 16-2-101: Summary Table of Development Review Procedures						
R = Recommendation D = Decision A = Appeal < > = Hearing < > * = Public Hearing E = Encouraged <u>M = Mandatory</u>						
Procedure	Pre-Application Conference	Review and Decision-Making Authorities				
		Official	Design Review Board	Planning Commission	Board of Zoning Appeals	Town Council
ORDINANCE AMENDMENTS						
Text Amendment (Sec. 16-2-103.B)		R		<R>*		D
Zoning Map Amendment (Rezoning) (Sec. 16-2-103.C)	E	R		<R>*		D
PUD District (Sec. 16-2-103.D)	E	R		<R>*		D
DEVELOPMENT APPROVALS AND PERMITS						
Special Exception (Sec. 16-2-103.E)		R			<D>*	
Subdivision Review (Sec. 16-2-103.F)	Minor	E	D		<A>	
	Major	E <u>M</u>	D		<u><M>*</u> <A>	
Development Plan Review (Sec. 16-2-103.G)	Minor	E	D		<A>	
	Major	E <u>M</u>	D		<u><M>*</u> <A>	
Small Residential Development Review (Sec. 16-2-103.H)		D		<A>		
Corridor Review (Sec. 16-2-103.I)	Minor		D	<A>		
	Major		R	<D>		
Traffic Impact Analysis Plan Review (Sec. 16-2-103.J)	Without Mitigation		D		<A>	
	With Mitigation		R		<D>	
Natural Resources Permit (Sec. 16-2-103.K)		D			<A>	
Wetlands Alteration Permit (Sec. 16-2-103.L)		D			<A>	

Sign Permit (Sec. 16-5-114.E)	Administrative Review		D	<A>			
	DRB Review			<D>			
Development Project Name Review (Sec. 16-2-103.N)			D		<A>		
Street/Vehicular Access Easement Name Review (Sec. 16-2-103.O)	New name		R		<D>		
	Modified name		R		<D>*		
Certificate of Compliance (Sec. 16-2-103.P)			D			<A>	
Public Project Review (Sec. 16-2-103.Q)		E	R		<D>*		
Utility Project (Sec. 16-2-103.W)			D		<A>		
Family Compound (Sec. 16-2-103.X)		E	D		<A>		
Family Subdivision (Sec. 16-2-103.Y)		E	D		<A>		
RELIEF PROCEDURES							
Written Interpretation (Sec. 16-2-103.R)			D			<A>	
Variance (Sec. 16-2-103.S)			R			<D>*	
Appeal of Administrative Decisions and Written Interpretations to Board of Zoning Appeals (Sec. 16-2-103.T)						<D>	
Appeal of Official's Decision to Planning Commission (Sec. 16-2-103.U)					<D>		
Appeal of Official's Decision to Design Review Board (Sec. 16-2-103.V)				<D>			
Notes: All meetings of the Town Council, Planning Commission, Board of Zoning Appeals and Design Review Board are public meetings, and any "Hearing" or "Public Hearing" designated above takes place at a public meeting. See Sec. 16-2-102.E.1.							

(Revised 6-6-2017 - Ordinance 2017-08; revised 7-20-2021 - Ordinance 2021-15)

Sec.16-2-102. Standard Review Procedures

E. Hearing Scheduling and Notice

2. Hearing Notice

a. General Notice Requirements

- i. Notice of a hearing on an **application** shall be as required by the South Carolina Code of Laws and as shown in Table 16-2-102.E.2, Hearing Notice Requirements. In computing the required time periods, the day the notice is published or postmarked shall be excluded and the day of the hearing shall be included.
- ii. A copy of the hearing notice provided in accordance with this paragraph shall be maintained in the office of the **Official**.

Table 16-2-102.E.2: HEARING NOTICE REQUIREMENTS			
APPLICATION OR APPROVAL	NOTICE REQUIREMENT		
	PUBLISHED NOTICE	MAIL NOTICE	POSTED NOTICE
Text Amendment	Publish notice of the hearing no less than 30 calendar days before the hearing date	None	None
Zoning Map Amendment PUD District	Publish notice of the hearing no less than 15 calendar days before the hearing date	Mail notice of the hearing to the owner(s) of land subject to the application (if not the applicant), and owners of record of properties within 350 feet of the subject land ^{1,2} , no less than 15 calendar days before the hearing date	Post conspicuous notice of the hearing on or adjacent to the land subject to the application no less than 15 days before the hearing date, with at least one such notice being visible from each public thoroughfare that abuts the subject land
Special Exception Variance	Publish notice of the hearing no less than 15 calendar days before the hearing date	Mail notice of the hearing to the owner(s) of land subject to the application (if not the applicant), and owners of record of properties within 350 feet of the subject land ^{1,2} , no less than 15 calendar days before the hearing date	Post conspicuous notice of the hearing on or adjacent to the land subject to the application no less than 15 days before the hearing date, with at least one such notice being visible from each public thoroughfare that abuts the subject land
Major Subdivision/Major Development Plan	Publish notice of the hearing no less than 15 calendar days before the hearing date	Mail notice with return receipt of the hearing to the owner(s) of land subject to the application (if not the applicant), and owners of record of properties within 500 feet of the subject land^{1,2}, no less than 15 calendar days before the hearing date	Post conspicuous notice of the hearing on or adjacent to the land subject to the application no less than 15 days before the hearing date, with at least one such notice being visible from each public thoroughfare that abuts the subject land

Modification of Street/Vehicular Access Easement Name	Publish notice of the hearing no less than 15 calendar days before the hearing date	Mail notice of the hearing to all owner(s) of land that fronts on the street or vehicular access easement proposed for a modified name ¹ no less than 15 calendar days before the hearing date	Post conspicuous notice of the hearing on or adjacent to the street or vehicular access easement proposed for a modified name no less than 15 days before the hearing date
Appeal of Administrative Decisions and Written Interpretations to Board of Zoning Appeals	Publish notice of the hearing no less than 15 calendar days before the hearing date	Mail notice of the hearing to the appellant and the applicant for the decision being appealed (if different from the appellant) no less than 15 calendar days before the hearing date	None
Public Project Review	Publish notice of the hearing no less than 15 calendar days before the hearing date	Mail notice of the hearing to all owner(s) of land directly contiguous to the proposed development ¹ no less than 15 calendar days before the hearing date	None
Appeal of Official's Decision to Design Review Board	Publish notice of the hearing no less than 15 calendar days before the hearing date	Mail notice of the hearing to the appellant and the applicant for the decision being appealed (if different from the appellant) no less than 15 calendar days before the hearing date	None
Appeal of Official's Decision to Planning Commission	Publish notice of the hearing no less than 15 calendar days before the hearing date	Mail notice of the hearing to the appellant and the applicant for the decision being appealed (if different from the appellant) no less than 15 calendar	None

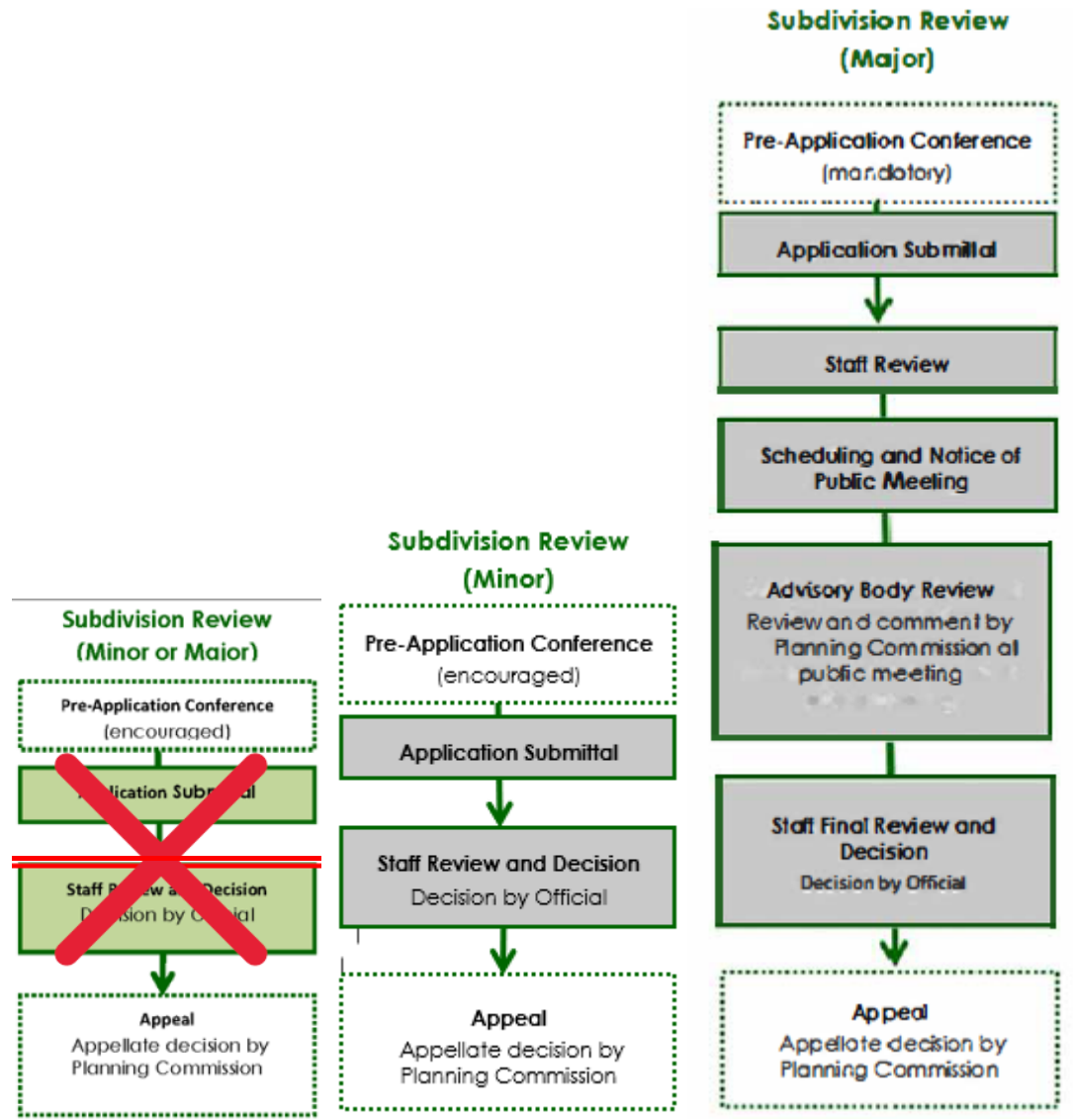
		days before the hearing date	
Subdivision Amendment	Publish notice of the hearing no less than 15 calendar days before the hearing date	Mail notice of the hearing to all owners of record of properties located within the subdivision no less than 15 calendar days before the hearing date	Post conspicuous notice of the hearing at the entrance of the subdivision no less than 15 days before the hearing date
NOTES: 1. As identified in the latest Beaufort County ad valorem tax record. 2. Where properties within 350 <u>or 500</u> feet, <u>as applicable</u>, of the subject land are part of a townhouse, condominium, or timeshare development, the notice shall also be mailed to the president or manager of the property owners' association for the development.			

(Revised 3-7-2023 - Ordinance 2023-04)

Sec.16-2-103. Application Specific Review Procedures

F. Subdivision Review (Minor or Major)

3. Subdivision Review (Minor or Major) Procedure



a. Pre-Application Conference

i. Prospective **applicants** for Minor Subdivision Reviews ~~(Minor or Major)~~ are encouraged to request and hold a pre-application conference with Town staff in accordance with Sec. 16-2-102.B.

ii. Prospective **applicants** for Major Subdivision Reviews are required to hold a pre-application conference with Town staff in accordance with Sec. 16-2-102.B.

b. Application Submittal

An **application** for Subdivision Review may be submitted by **persons** identified in Sec. 16-2-102.C.1, and shall be submitted in accordance with Sec. 16-2-102.C- [and requirements established in Appendix D-4 or D-5.](#)

c. Staff Review and Action – Minor Subdivision

- i. On receiving an **application**, the **Official** shall review and make a final decision on the **application** in accordance with Sec. 16-2-102.D. The **Official's** decision shall be based on the standards in Sec. 16-2-103.F.4, Subdivision Review (Minor or Major) Standards, and shall be one of the following:
 01. Approve the **application**;
 02. Approve the **application** subject to conditions of approval; or
 03. Deny the **application**.
- ii. The **Official** shall act on an **application**, in accordance with Sec. 16-2-102.D, within 60 days after it is submitted, or such extended time agreed to by the **applicant**. If the **Official** fails to take action on the **application** within this time period, the **application** shall be deemed approved, and the Town shall issue the **applicant** a letter of approval and written notice to proceed based on the submitted **application**.

d. Staff Review and Action – Major Subdivision

- i. [The **Official** shall forward the **application** to the **Planning Commission** for review, and the **Planning Commission** shall review the application, staff report, and any public comment at a hearing.](#)
- ii. [Following review by the **Planning Commission**, the **Official** shall make a final decision on the **application** in accordance with Sec. 16-2-102.D. The **Official's** decision shall be based on the standards in Sec. 16-2-103.F.4, Subdivision Review \(Minor or Major\) Standards, and shall be one of the following:](#)
 01. [Approve the **application**;](#)
 02. [Approve the **application** subject to conditions of approval; or](#)
 03. [Deny the **application**.](#)
- iii. [The **Official** shall act on an **application**, in accordance with Sec. 16-2-102.D, within 60 days after it is submitted, or such extended time agreed to by the **applicant**. If the **Official** fails to take action on the **application** within this time period, the **application** shall be deemed approved, and the Town shall issue the **applicant** a letter of approval and written notice to proceed based on the submitted **application**.](#)

~~d.~~ e. Post-Decision Actions and Limitations

i. Notice of Decision

The **Official** shall provide notice of the final decision on the **application** in accordance with Sec. 16-2-102.H.1.

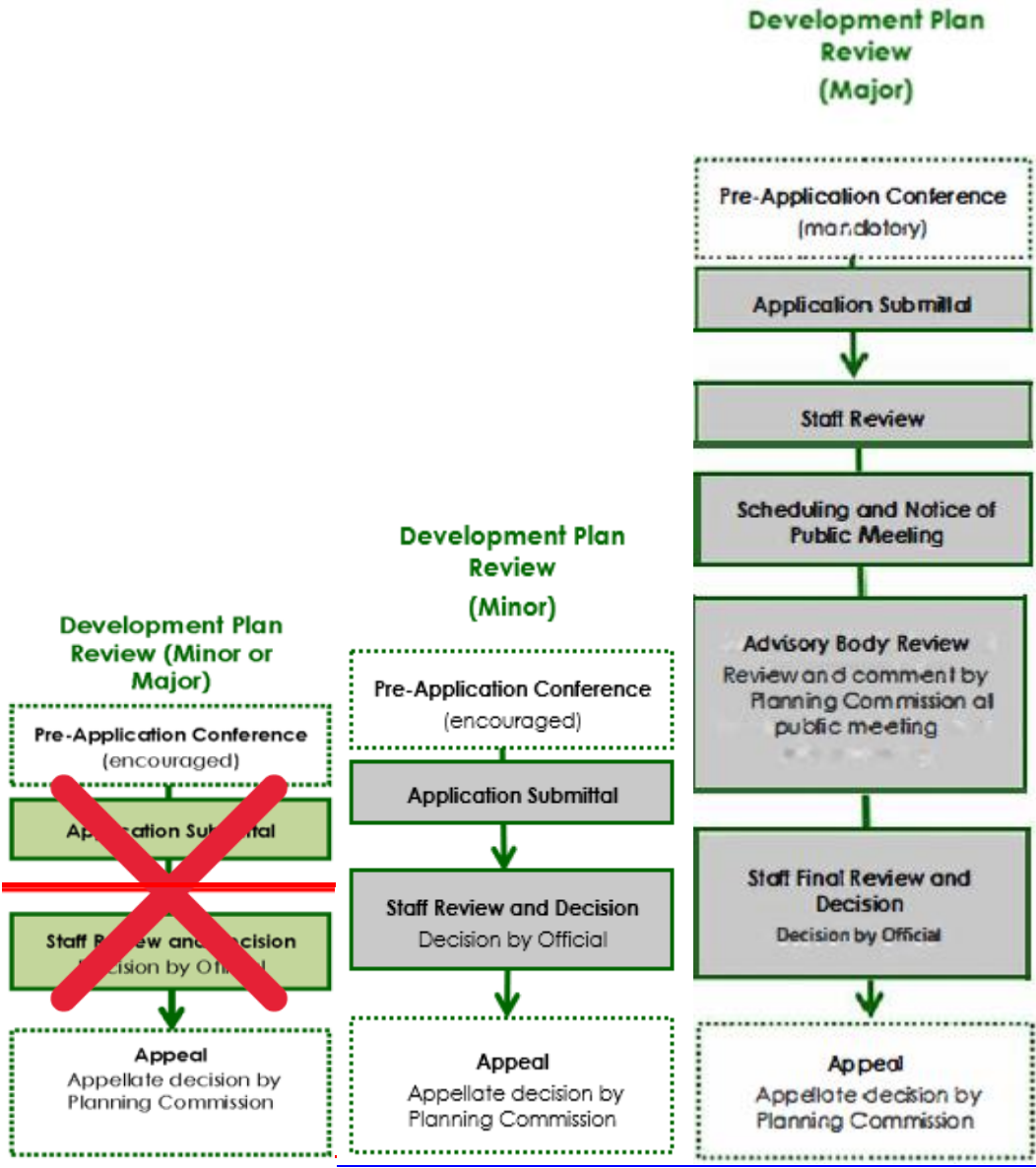
ii. Appeal

Appeals from the final decision of the **Official** on an **application** for Subdivision Review (Minor or Major) are governed by Sec. 16-2-103.U, Appeal of Official's Decision to Planning Commission, and S.C. Code Ann. § 6-29-1150.

(Revised 3-21-2023 - Ordinance 2023-05)

G. Development Plan Review (Minor and Major)

4. Development Plan Review (Minor or Major) Procedure



a. Pre-Application Conference

i. Prospective **applicants** for Minor Development Plan Reviews ~~(Minor or Major)~~ are encouraged to request and hold a pre-application conference with Town staff in accordance with Sec. 16-2-102.B.

ii. Prospective **applicants** for Major Development Plan Reviews are required to hold a pre-application conference with Town staff in accordance with Sec. 16-2-102.B.

b. Application Submittal

An **application** for Development Plan Review may be submitted by **persons** identified in Sec. 16-2-102.C.1, and shall be submitted in accordance with Sec. 16-2-102.C. and requirements established in Appendix D-6 or D-7

c. Staff Review and Action – Minor Development Plan Review

i. On receiving an **application**, the **Official** shall review and make a final decision on the **application** in accordance with Sec. 16-2-102.D. The **Official's** decision shall be based on the standards in Sec. 16-2-103.G.5, Development Plan Review Standards, and shall be one of the following:

01. Approve the **application**;

02. Approve the **application** subject to conditions of approval; or

03. Deny the **application**.

ii. A Minor Development Plan Review when adjacent to or across the street from a residential use shall be reviewed by the Planning Commission in the same manner as a Major Development Plan Review.

~~iii.~~ iii. The **Official** shall act on an **application** for Minor Development Plan Review, in accordance with Sec. 16-2-102.D, within ten business days after the **application** is submitted, or such extended time agreed to by the **applicant**.

~~iii.~~ iii. ~~The **Official** shall act on an **application** for Major Development Plan Review, in accordance with Sec. 16-2-102.D, within 60 days after the **application** is submitted, or such extended time agreed to by the **applicant**.~~

iv. If the **Official** fails to act on an **application** for Development Plan Review, in accordance with Sec. 16-2-102.D, within the time period in provision ii ~~or iii~~ above, the **application** shall be deemed approved, and the Town shall issue the **applicant** a letter of approval and written notice to proceed based on the submitted **application**.

d. Staff Review and Action – Major Development Plan Review

i. The **Official** shall forward the **application** to the **Planning Commission** for review, and the **Planning Commission** shall review the application, staff report, and any public comment at a hearing.

ii. Following review by the **Planning Commission**, the **Official** shall make a final decision on the **application** in accordance with Sec. 16-2-102.D. The **Official's** decision shall be based on the standards in Sec. 16-2-103.G.5, Development Plan Review Standards, and shall be one of the following:

01. Approve the **application**;

02. Approve the **application** subject to conditions of approval; or

03. Deny the **application**.

iii. The **Official** shall act on an **application** for Major Development Plan Review, in accordance with Sec. 16-2-102.D, within 60 days after the **application** is submitted, or such extended time agreed to by the **applicant**.

iv. If the **Official** fails to act on an **application** for Development Plan Review, in accordance with Sec. 16-2-102.D, within the time period in provision iv above, the **application** shall be deemed approved, and the Town shall issue the **applicant** a letter of approval and written notice to proceed based on the submitted **application**.

~~d~~e. Post-Decision Actions and Limitations

i. **Notice of Decision**

The **Official** shall provide notice of the final decision on the **application** in accordance with Sec. 16-2-102.H.1.

ii. **Appeal**

Appeals from the final decision of the **Official** on an **application for Development Plan Review (Minor or Major)** are governed by Sec. 16-2-103.U, Appeal of Official's Decision to Planning Commission, and S.C. Code Ann. § 6-29-1150.