



Town of Hilton Head Island
**COMMUNITY SERVICES AND PUBLIC SAFETY
COMMITTEE MEETING**
Monday, March 17, 2025, 9:00 AM
Minutes

Call to Order

Chair Becker called the meeting to order at 9:00 a.m.

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

Adoption of the Agenda

Mrs. Becker made a motion to amend the agenda to add another opportunity for public comment after the approval of minutes. Mr. DeSimone seconded. Motion carried 3-0.

Approval of the Minutes

Regular Meeting Minutes of February 10, 2025

Mr. Alfred made a motion to approve. Mr. DeSimone seconded. Motion carried 3-0.

Public Comment - Non Agenda Items

There were no public comments at this time.

New Business

Consideration of a Resolution Adopting Home Matters, Town of Hilton Head Island
Displacement Mitigation Support Plan - Missy Luick, Director of Planning

Missy Luick provided the Committee with a presentation. This project was identified through the Town's 2023-2025 Strategic Action Plan. Strategy #2 of the plan implemented the Workforce Housing Framework. Mrs. Luick stated that Town Council directed Town Staff to develop and adopt a housing Displacement Mitigation and Support Plan in the 2024 Strategic Action Work Plan. The memo included in the agenda packet outlined an overview of what the displacement mitigation support plan is and functions are. The plan is geared towards being a community-led initiative that provides support services to individuals and families that are facing displacement on Hilton Head Island.

Mrs. Luick further detailed the plan step by step for the Committee of the process in the event a displacement occurs. Lead agencies and support agencies included in the plan held workshops collectively to identify a range of scenarios that could arise and what resources would be

required to support those individuals or families facing displacement. Mrs. Luick noted that all the agencies apart of the plan already exist and are available for those that are facing displacement, but without a coordinated effort seeking assistance, individuals and families would have to navigate on their own and try to assemble those support services one by one that may be required. Having this plan in place allows individuals or families to have access to the identified support services in a coordinated manner.

Along with the Displacement Mitigation Support Plan, there is a questionnaire for property owners or developers to voluntarily complete when proposing a new development or redevelopment for Town consideration. This questionnaire that will be implemented by the Planning Department, will serve as early intervention to potential impacts to individuals or families. Through the Town's Pre-Application process, displacement events can be identified and responses gathered to understand and address potential displacement effects resulting from the proposed project.

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 Town's role in this displacement mitigation plan is for the Chief Housing Officer to be the designated Town official responsible for activating the Displacement Mitigation Support Plan. Other Town staff, primarily the Planning Department staff is 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. The Town will serve only as the initiator to activating the Displacement Mitigation Support Plan, Deep Well, the United Way of the Lowcountry, and the Community Foundation of the Lowcountry will individually and collectively serve as partners in the community response.

Members of the Committee had questions, comments and discussion regarding: confirmed funding sources of project; concerns of the Town being the in the middle of the response should one occur; the Town distributing the questionnaire and being involved more than they could expect over time; confirmation of the roles and responsibilities of the Town and the Community Response Team; the plan was viewed as balancing & allowing for preparation of if there is a displacement as the Town's current inventory currently does not support its population; this plan allows the Town to be proactive and not reactive; displacement & development should never cross paths; the 2022 Chimney Cove displacement of individuals would have been a detriment to our workforce had there not been pressure from outside forces; this plan potentially could put the Town in the housing business; funding should not be used for anyone not staying on Hilton Head; and this plan should not be the Town's responsibility.

Mr. DeSimone made a motion to deny adopting the document, sending it back to

Committee for further discussion and work with the Housing Action Committee on where the document should live. Mrs. Becker seconded the motion.

Curtis Coltrane, Town Attorney, made comments to the Committee regarding their motion on the floor. He recommended that the Committee forward it to Town Council with a recommendation for disapproval. After discussion with the Committee, he later asked for direction for Staff of the item as it had not been clear during their discussion.

Mrs. Becker asked for public comment.

Sandy West Vice Chair of the Housing Action Committee addressed the Committee stating that she was shocked at the outcome their discussion as Town Staff, the Committee and others have worked hard on this plan. She further stated that there is no money for this plan that is being asked of the Town and would like that to be made clear. Ms. West also stated that having a workforce means that there needs to be workforce housing available along with displacement issues addressed. She the prior Chimney Cove displacement matter of which the process seemed smooth and easy to the public, but it was far from that as she and other local individuals were a part of the coalition that was put together to assist those in need at that time where there was no plan in place to address this type of issue. That incident caused her to apply for the Town's Housing Action Committee where she currently serves. She feels that denying the plan at the Committee level and not allowing it to go to the full Town Council for consideration, is not right as this was fully supported by the Housing Action Committee.

Jack Alderman Chairman of the Housing Action Committee addressed the Committee regarding his thoughts of the future of the Town's workforce on Hilton Head. He believes that the Town should be a participant in this process and in this case assisting only in activating the lead agencies when information of possible displacement may occur. Interpretation of this document leading to the need of Town funding or the additional need of Staff time for this project he felt was a misrepresentation of what it actually is. He added that Town Staff provided excellent research into the creation of this displacement plan and it has been thoroughly vetted, and adjustments made over the last several months. Mr. Alderman clarified that the lead partner has been identified as Deep Well, The Community Foundation of the Lowcountry as the Fiscal Agent, and the United Way of the Lowcountry would be the lead fiduciary partner. This plan is about the quality of life for all residents of Hilton Head Island.

Other members of Council spoke to ask the Committee to clarify the needs they were requesting of Town Staff in regards the displacement plan and the Town's role.

Shawn Leininger, Assistant Town Manager, spoke with the Committee as to why this was brought forward. Displacement can come in all different forms such as fires, storms and redevelopment. This plan is meant to be a general guide to how to assist should a situation arise. This would allow the participating organizations to receive information and respond appropriately.

Motion passed 2-1 (Alfred Opposed).

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

Shawn Colin discussed with the Committee the proposed ordinance. The Town of Hilton Head Island 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. This parcel is located on the northwestern side of the right-of-way of Cordillo Parkway. 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. 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.

Mr. Alfred made a motion to forward to Town Council the 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. Mr. DeSimone seconded.

Chair Becker asked for public comments.

There were no comments.

Motion passed 3-0.

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

Shawn Colin discussed with the Committee the proposed agreement. The Town of Hilton Head Island 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. 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 resolution will formalize the agreement and authorize the Town to perform its obligations as outlined within the agreement.

Mr. Alfred made a motion to forward to Town Council for consideration the 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. Mr. DeSimone seconded.

Chair Becker asked for public comments.

There were no comments.

Motion passed 3-0.

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

Missy Luick provided the Committee with a presentation. Revitalize and Modernize the Economy is a focus area in the adopted Town Council 2023-2025 Strategic Action Plan. Town Council previously 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 using the full LMO Overhaul. At the September 24, 2024, Town Council Workshop, Town staff received comments and direction regarding this proposed amendment to the subdivision and development plan review regulations.

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.

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.

Members of the Committee had questions, comments and discussion regarding: the history of the process previously; the addition of requiring a public hearing; a request for adding clarity to the public of the process; making sure that major and minor subdivisions are clearly explained for the public; and transparency surrounding recommendations of projects.

Mr. Alfred made a motion to forward to Town Council 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. Mr. DeSimone seconded.

Chair Becker asked for public comment

Chester Williams addressed the Committee with questions on the provisions, Planning Commission vs the LMO Officials duties and revising the proposed charts so they apply to the proposed amendments.

Motion passed 3-0.

Public Comment - Non Agenda Items

There were no comments.

Adjournment

Chair Becker adjourned the meeting at 10:48 a.m.

Approved: April 21, 2025

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