



## Town of Hilton Head Island

### Planning Commission Meeting Wednesday, September 17, 2025, 2:00 PM 1 Town Center Court, Hilton Head Island, SC Benjamin M. Racusin Council Chambers

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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 August 20, 2025
5. **Unfinished Business**
  - a. Consideration of an Ordinance of the Town of Hilton Head Island to Amend Chapter 16 of the Municipal Code, the Land Management Ordinance, to Amend the Traffic Impact Analysis Plan Requirements and Traffic Analysis Standards in Land Management Ordinance Sections 16-2-103, 16-5-106 and Appendix D, and Providing for Severability and an Effective Date - Shea Farrar, Pricipal Planner
6. **New Business**
  - a. **PPR-000829-2025-** Public Hearing Request from Scott Harris, with the Town of Hilton Head Island, for the Public Project Review for a new park facility on the Town-owned parcel located at 23 Marshland Road. The affected parcel is Beaufort County Tax Map Parcel R510 008 000 008D 0000. - Shea Farrar, Pricipal Planner
7. **Public Comment - Non Agenda Items**
8. **Commission Business**
9. **Chairman's Report**
10. **Staff Reports**

- a. **DPR-001043-2024** – Axis Engineering Consultants is proposing the development of an Aldi grocery store at Sea Turtle Marketplace. The subject property is located at 80 Mathews Drive and is identified as Beaufort County Tax Map Parcel R511 008 000 0156 0000. - Michael Connolly, Senior Planner
- b. **DPR-000104-2025** - Casey Warfield of Kimley-Horn and Associates is proposing the redevelopment of 70 Pope Ave for a grocery store. The subject properties are identified as Beaufort County Tax Map Parcels R553 018 000 0268 0000 and R553 018 000 0269 0000. - Michael Connolly, Senior Planner
- c. **DPR-000518-2025** - James Atkins, of Court Atkins Group, is proposing the redevelopment of 2 Tanglewood Drive for multifamily use. The subject property is identified as Beaufort County Tax Map Parcel R553 018 000 0330 0000. - Brian Eber, Principal Planner

## 11. 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.

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Hilton Head Island will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. Auditory accommodations are available. Any person requiring further accommodation should contact the Town of Hilton Head Island ADA Coordinator as soon as possible but no later than 48 hours before the scheduled event.

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 PLANNING COMMISSION MEETING Wednesday, August 20, 2025, 2:00 PM Minutes

## 1. Call to Order

## 2. Pledge to the Flag

## 3. Adoption of the Agenda

Commissioner Lobaugh made a motion to adopt the agenda as presented. Commissioner Siebold seconded. Motion carried 9-0.

## 4. Chairman's Report

### a. New Member Welcome - Mayor Alan Perry

Mayor Alan Perry welcomed new members to the Planning Commission.

## 5. Approval of the Minutes

### a. Regular Meeting Minutes of July 16, 2025

Vice Chair Whaley made a motion to approve the meeting minutes of July 16, 2025. Commissioner Siebold seconded. Motion carried 9-0.

## 6. Unfinished Business

## 7. New Business

- a. **STDV-000661-2025** – Consideration of a Public Hearing for a street name request from Brendan Barr of One Street Residential proposing to name four new streets off Northpointe Circle. The affected parcels are identified on Beaufort County Tax Maps as Parcels R510 007 000 0121 0000, R510 007 000 0219 0000, R510 007 000 0228 0000, R510 007 000 0230 0000, R510 007 000 0231 0000, R510 007 000 0232 0000, R510 007 000 0233 0000, R510 007 000 0234 0000, R510 007 000 0235 0000, R510 007 000 0236 0000, R510 007 000 0237 0000, R510 007 000 0238 0000, R510 007 000 0239 0000, R510 007 000 0240 0000, R510 007 000 0241 0000, R510 007 000 0242 0000, R510 007 000 0243 0000, and R510 007 000 0265 0000. - Joheida Fister, Deputy Fire Chief

Chairman Henz introduced the item and declared the Public Hearing open. Kathleen Litchfield, 911 Communications Manager, presented a proposal for 4 new streets off Northpoint Circle named Northpoint, Fairfiled Station, Dunebrook Court, and Fencliff Trail. Following the opportunity for public comment and Commission discussion, the Public Hearing was closed.

A motion was made by Commissioner Lobaugh to approve the naming of the streets as presented. Commissioner Redman seconded. The motion passed unanimously.

- b. Public Hearing for Consideration of an Ordinance of the Town of Hilton Head Island to Amend Title 16 of the Municipal Code, the Land Management Ordinance, to Amend Sections 16-3-105.H, 16-4-102.A.6, 16-4-105, and 16-4-102.B.1 to allow residential Workforce Housing within the Medical (MED) Zoning District. - Shawn Leininger, Assistant Town Manager

Chairman Henz introduced the item and declared the Public Hearing open. Ben Brown, Director of Strategic Initiatives, presented an Ordinance to Amend Chapter 16 of the Municipal Code, the Land Management Ordinance, to allow for residential Workforce Housing within the Medical Zoning District. There was an opportunity for public comment and Commission discussion. The Public Hearing was left open. Staff indicated that additional information was needed for the associated rezoning, so the action should be postponed to stay on the same track as the rezoning.

A motion was made by Vice Chair Whaley to postpone the decision until the September 17, 2025 Planning Commission meeting. Chairman Cordes seconded the motion. The motion passed unanimously.

- c. Public Hearing for Consideration of an Ordinance of the Town of Hilton Head Island to Amend the Official Zoning Map with Respect to the Real Property located at Bethea Drive to Amend the Palmetto Headlands/H.H. Hospital Master Plan within the Planned Development Overlay District (PD-2) for Beaufort County Tax Map Parcels R510 008 000 337A 0000, R510 008 000 0337 0000 and R510 008 000 0452 0000 to change the allocated uses from Commercial Use to Commercial or Residential Use and to Provide for Severability and an Effective Date. - Shawn Leininger, Assistant Town Manager

Chairman Henz introduced the item and declared the Public Hearing open. Ben Brown, Director of Strategic Initiatives, presented the rezoning request, to amend the Palmetto Headlands/Hilton Head Hospital Master Plan within the Planned Development Overlay District (PD-2) to change the allocated uses from Commercial Use to Commercial or Residential Use.

The applicant then presented to the Committee. Brian Quinn and Keith Kostrzewski, of Abode spoke regarding the project. Abode is the developer for the project with Novant Health and the Coastal Community Development Corporation as partners in support. Joel Taylor of Novant Health discussed his company's involvement with the project to provide workforce housing to hospital employees. Dave Wetmore, Vice Chair of the Coastal Community Development Corporation, spoke about their involvement in the project as the property manager. Staff indicated that additional information related to the Palmetto Headlands and the Planned Development Overlay (PD-2) was needed so the action should be postponed.

There was an opportunity for public comment and Commission discussion. The Public Hearing was left open.

A motion was made by Vice Chair Whaley to postpone the decision on the applicant until the September 17, 2025 meeting. Commissioner Sielbold seconded the motion. The motion passed unanimously.

- d. **PPR-000119-2025** - Public Hearing Request from Scott Harris, with the Town of Hilton Head Island, for the Public Project Review for a new park facility on the Town-owned parcel located at 252 Wild Horse Road. The affected parcel is Beaufort County Tax Map Parcel R510 003 000 0027 0000. - Brian Eber, Principal Planner

Chairman Henz introduced the item and declared the Public Hearing open. Brian Eber, Principal Planner, presented a new park facility on Town-owned property at 252 Wild Horse Road for Public Project Review. Following an opportunity for public comment and Commission discussion, the Public Hearing was closed.

A motion was made by Commissioner Lobaugh to approve the Public Project Review Application as presented. Commissioner Siebold seconded. The motion passed unanimously.

## 8. Public Comment - Non Agenda Items

## 9. Commission Business

- a. Nomination and Recommendation to Town Council of Two (2) Planning Commission Members to Fill Vacancies on the Gullah Geechee Land & Cultural Preservation Task Force

Commissioner Siebold nominated Commissioners Lobaugh and Hewitt for appointment to the Gullah Geechee Land & Cultural Preservation Task Force. The nominations will be forwarded to Town Council for approval. All were in favor.

- b. Appointment of Board Secretary for July 1, 2025 - June 30, 2026 Term

This item will be taken up at a later date.

## 10. Staff Reports

- a. **DPR-000412-2025** – Jennifer Palmer of Seamon Whiteside & Associates, on behalf of The Town of Hilton Head Island, is proposing a Workforce Housing Development Project at 10 Northpointe Circle. This new development consists of multifamily units and townhome cottages, totaling 157 units and supporting infrastructure. The subject property is zoned Moderate to High Density Residential District (RM-12) and is located within the Corridor Overlay. The affected parcels are identified on Beaufort County Tax Map 7 as Parcels R510 007 000 0121 0000, R510 007 000 0219 0000, R510 007 000 0230 0000, R510 007 000 0232 0000, R510 007 000 0233 0000, R510 007 000 0234 0000, R510 007 000 0235 0000, R510 007 000 0236 0000,

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Chairman Henz introduced the item. Ben Brown, Senior Advisor to the Town Manager, presented a Development Plan Review as submitted by Seamon Whiteside & Associates proposing a 157-unit Workforce Housing Project at 10 Northpoint Circle. Following an opportunity for public comment the Commission concluded discussion on the project and thanked Mr. Brown for his work to date on this project. The Public Hearing was closed.

## **11. Adjournment**

Chairman Henz adjourned the meeting at 4:10pm

**The full recording and a transcript of this meeting can be found on the Town's website at [www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)**



# TOWN OF HILTON HEAD ISLAND

## *Planning Commission*

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**TO:** Planning Commission  
**FROM:** Shea Farrar, Principal Planner  
**VIA:** Michelle Melaer, Community Planning Manager  
**CC:** Shawn Leininger, Assistant Town Manager  
Marc Orlando, Town Manager  
**DATE:** September 17, 2025  
**SUBJECT:** Consideration of an Ordinance of the Town of Hilton Head Island to Amend Chapter 16 of the Municipal Code, the Land Management Ordinance, to Amend the Traffic Impact Analysis Plan Requirements and Traffic Analysis Standards in Land Management Ordinance Sections 16-2-103, 16-5-106 and Appendix D, and Providing for Severability and an Effective Date

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### **RECOMMENDATION:**

Consideration of an Ordinance to Amend Chapter 16 of the Municipal Code, the Land Management Ordinance, to Amend the Traffic Impact Analysis Plan Requirements and Traffic Analysis Standards in 16-2-103, 16-5-106, and Appendix D., and to provide for severability and an effective date, and forward a recommendation to Town Council.

The Planning Commission held a public hearing on April 16, 2025, and, after consideration of the criteria set forth in Land Management Ordinance (LMO) Section 16-2-103, voted unanimously to recommend that Town Council approve the proposed text amendment.

On May 19, 2025, the Community Services and Public Safety Committee voted unanimously to recommend approval to Town Council. with the following items addressed prior to first reading:

1. Ensure inclusion of downstream impacts on traffic to the requirements;
2. Consider raising level of service to higher than an "F";
3. Ensure the changes do not impact redevelopment opportunities and consider a definition of blighted;
4. Clarify the size of the area to be analyzed when the traffic impact is studied; and
5. Consider what multimodal means to Hilton Head Island now and in the future.

On August 19, 2025, Town Council reviewed the proposed amendment, including changes based on the direction from CSPA and voted unanimously to approve first reading of the amendment.

The LMO requires that any change or departure from the text amendment that is different than what was recommended by the Planning Commission shall first be submitted back to the Planning Commission for review and recommendation in accordance with State law. Following review and recommendation by the Planning Commission of the additional changes, the text amendment ordinance will be returned to Town Council for second reading.

**PLANNING COMMISSION ACTION:**

LMO Sec.16-2-103-B.2.d states that the Planning Commission's recommendation shall be based on the standards in Sec. 16-2-103.B.3, Ordinance Text Amendment Review Standards.

The Planning Commission has the following options when considering this agenda item. These include:

1. Recommend approval to Town Council.
2. Recommend denial to Town Council.
3. Recommend approval with conditions to Town Council.

**ATTACHMENTS:**

1. Staff Report
2. Ordinance
3. Text Amendment (as recommended by the Planning Commission with changes highlighted in yellow)



# TOWN OF HILTON HEAD ISLAND

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## *Town Council*

**TO:** Town Council  
**FROM:** Shawn Leininger, Assistant Town Manager  
**CC:** Marc Orlando, Town Manager  
**DATE:** August 19, 2025  
**SUBJECT:** Consideration of an Ordinance of the Town of Hilton Head Island to Amend Chapter 16 of the Municipal Code, the Land Management Ordinance, to Amend the Traffic Impact Analysis Plan Requirements and Traffic Analysis Standards in Land Management Ordinance Sections 16-2-103, 16-5-106 and Appendix D, and Providing for Severability and an Effective Date

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### **RECOMMENDATION:**

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The Planning Commission held a public hearing on April 16, 2025, and, after consideration of the criteria set forth in Land Management Ordinance (LMO) Section 16-2-103, voted unanimously to recommend that Town Council approve the proposed text amendment.

On May 19, 2025, the Community Services and Public Safety Committee voted unanimously to recommend approval to Town Council. with the following items addressed prior to first reading:

1. Ensure inclusion of downstream impacts on traffic to the requirements;
2. Consider raising level of service to higher than an "F";
3. Ensure the changes do not impact redevelopment opportunities and consider a definition of blighted;
4. Clarify the size of the area to be analyzed when the traffic impact is studied; and
5. Consider what multimodal means to Hilton Head Island now and in the future.

## **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 address important and urgent issues in advance of the full LMO Overhaul. These priority amendments 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 amendments related to Traffic Impact Analysis.

1. Change name from Traffic Impact Analysis to Transportation Impact Analysis Plan (TIAP) to account for a multimodal approach (ie: car, bicycle, pedestrian, public transit, plane, etc.)
2. Reduce the threshold a development needs to meet to trigger a mandatory TIAP from 100 peak hour trips to 50 peak hour trips.
3. Include multimodal infrastructure (such as bike paths, sidewalks, transit) in the analysis.
4. Include more impact mitigation options.
5. Clarify subject matter approval by the Town Engineer instead of the LMO Official as a best practice.
6. Add unsignalized intersections level of service standard including mitigation requirements and remove the discounting of impacts due to “background traffic,” (i.e. the trips generated by previously existing development).

The Planning Commission held a public hearing on April 16, 2025, and, after consideration of the criteria set forth in Land Management Ordinance (LMO) Section 16-2-103, voted unanimously to recommend that Town Council approve the proposed text amendment.

On May 19, 2025, the Community Services and Public Safety Committee voted unanimously to recommend approval to Town Council with items to be addressed prior

to first reading. The following is a list of the Committee items followed by a response / action taken to address each item:

1. Ensure inclusion of downstream impacts on traffic to the requirements.

The study area to be considered within Transportation Impact Analysis Plan studies is determined in accordance with Appendix D-11(B)8, which requires that a minimum of three signalized intersections on major arterials to be analyzed. Any traffic circle or roundabout may be included as a study intersection analyzed at the direction of the Town Engineer, and the Town Engineer may request that unsignalized intersections be analyzed, effectively vesting the Town Engineer with the authority to determine the study area limits. Section 16-5-105(A)5.e, which is not proposed for revision, requires that site access for all development review applications be compliant with SCDOT's design standards as outlined in their *Access and Roadside Management Standards* manual relative to geometric design and the need to provide any turn lanes.

2. Consider raising level of service to higher than an "F".

A level of service of "F" is not accepted. The standards within the existing and proposed text establish a minimum threshold level of service of "D".

3. Ensure the changes do not impact redevelopment opportunities and consider a definition of blighted.

To find a balance between the mitigation of traffic impacts from development and supporting the redevelopment of properties that previously generated traffic, Town staff have proposed the following amendment to Section 16-2-103.J.4.b., "If the proposed development is located on a previously developed parcel, then the number of peak hour trips projected to be generated by the proposed development shall be reduced by the number of trips generated by the previous development during the peak hour for the preceding twenty four months. If the resulting number is less than 50 peak hour trips, a Transportation Impact Analysis Plan is not required for the proposed development."

4. Clarify the size of the area to be analyzed when the traffic impact is studied.

Similar to item 1 above, the study area to be considered within a Transportation Impact Analysis Plan is determined in accordance with Appendix D-11(B)8, which requires that a minimum of three signalized intersections on major arterials to be analyzed. Any traffic circle or roundabout may be included as a study intersection analyzed at the direction of the Town Engineer, and the Town Engineer may request that unsignalized intersections be analyzed, effectively vesting the Town Engineer with the authority to determine the study area limits. Section 16-5-105.A.5.e. already requires that site access for all development review applications be compliant with SCDOT's design standards as outlined in their *Access and*

Roadside Management Standards manual relative to geometric design and the need to provide any turn lanes.

5. Consider what multimodal means to Hilton Head Island now and in the future.

Multimodal is a common transportation term that involves the use of multiple modes of transport for moving people or goods. The most typical modes are walking, biking, public transit, railways, motor vehicles, waterways, and airways. In the case of Hilton Head Island and the LMO, multimodal considers the movement of people and goods on roadways and pathways to encompass a variety of users, including motorists, transit users, carriers of goods, cyclists, and pedestrians, including those with disabilities.

### **SUMMARY OF AMENDMENT:**

Effective transportation planning is essential for managing growth, ensuring mobility, and maintaining a safe and efficient transportation network. As communities develop, new projects introduce additional traffic, impacting roads, intersections, and multimodal infrastructure such as sidewalks, bike lanes, and transit systems. Without proper assessment, development can lead to congestion, safety hazards, and infrastructure strain.

For the Town, this type of assessment is conducted during the development approval process and involves a detailed study of projected traffic volumes, travel patterns, and potential impacts on roadway safety and congestion. The analysis helps determine whether improvements, such as roadway expansions, new traffic signals, pedestrian enhancements, or transit service modifications, are necessary to maintain efficient and safe travel conditions as identified by the study parameters.

While these studies are designed to assess how new projects affect traffic, there are concerns about whether the Town's current process and requirements truly addresses the needs of residents and adequately mitigate transportation impacts resulting from new development and redevelopment. As part of the priority amendments, the Town is proposing to update its current requirements for these studies for a more comprehensive approach that better reflects the transportation needs of everyone, including pedestrians, cyclists, and transit users.

The proposed amendments strengthen the Town's requirements by:

1. Expanding the scope of study beyond traffic to include multimodal infrastructure such as sidewalks, bike lanes, and transit services,
2. Reducing the threshold for requiring a traffic study from 100 peak-hour trips to 50 peak-hour trips, ensuring that even moderate developments undergo proper transportation impact review,
3. Expanding the type of mitigation options that can be used to address transportation impacts,

4. Shifting approval authority from the LMO Official to the Town Engineer for consistency with best practices,
5. Adding new standards for unsignalized intersections, and
6. Eliminating exemptions associated with trips generated by previously existing development.

These updates will make the Town's process more responsive to the community's needs and promote a more balanced, multimodal, and forward-thinking approach to transportation planning, ensuring that growth aligns with the Town's long-term mobility and infrastructure goals. These changes are part of an ongoing effort to update the Town's regulations, with further revisions expected during the full LMO update.

### **ANALYSIS:**

#### *Proposed Amendments*

The Town currently requires a "Traffic Impact Analysis Plan." Examples of projects that recently required a TIAP include:

1. 147 Residential Units on Jonesville Road and
2. 132 Residential Units on Office Way

It is proposed to be renamed to the "Transportation Impact Analysis Plan" (TIAP) to reflect a more comprehensive, multimodal approach that includes biking, walking, and transit. Oversight of TIAPs has shifted from the LMO Official to the Town Engineer to ensure technical accuracy and alignment with best practices.

As part of this amendment, the threshold for requiring a TIAP is proposed to be lowered from 100 to 50 peak hour trips, thereby increasing the number of projects subject to analysis. For instance, two recent projects that were not required to provide a TIAP but were exempted due to the trips factored in for previously existing development would have been required to provide a TIAP under the proposed language are the following:

1. Timeshare development on Folly Field Road near Islanders Beach Park and
2. Waterfront restaurant on Squire Pope Road near the Rowing and Sailing Center at Squire Pope Community Park

The proposed TIAP amendments would also require the evaluation of multimodal infrastructure, such as bike paths, sidewalks, and public transit options. Transportation impacts can be mitigated by expanded and more flexible mitigation strategies to address transportation impacts, such as replacing a traffic signal or uncontrolled intersection with a roundabout that meets the Town's operational and design standards, changes to locations or design of median crossovers and removal of changes to the number and location, or design of access points. Additionally, new standards for unsignalized intersections have been introduced, requiring mitigation for impacts.

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

Issue	Proposed Amendment
<p>Clarify subject matter approval by the Town Engineer instead of the LMO Official as a best practice.</p>	<p>The Town Engineer is now referenced throughout the text amendment as the decision-making authority concerning Transportation Impact Analysis Review.</p>
<p>Change name from Traffic Impact Analysis Plan to Transportation Impact Analysis Plan to account for a multimodal approach.</p> <p>Reduce the threshold a developer needs to meet to trigger a mandatory TIA from 100 peak hour trips to 50 peak hour trips.</p>	<p><b>Sec.16-2-103. Application Specific Review Procedures</b></p> <p><b>J. <del>Traffic</del><u>Transportation</u> Impact Analysis Plan Review</b></p> <p><b>1. <u>Applicability</u></b></p> <p>a. The <u>A</u> <u>Traffic</u> <u>Transportation</u> Impact Analysis Plan, monitoring and mitigation requirements, and procedures set forth in this section are applicable to <u>all development</u> as defined in this Title <u>that would generate 50 or more <b>peak hour</b> trips</u>, except for that <u>as specifically exempted in paragraph 4 below of this subsection.</u></p>
<p>Add unsignalized intersections level of service standard including mitigation requirements.</p>	<p><b>Chapter 16-5-106:</b></p> <p><b>C. <del>Traffic Impact Analysis Plan</del> <u>Service Level Standards</u></b></p> <p>3. The average total <u>day delay</u> on any approach to a <u>traffic circle or roundabout <del>the Sea Pines Circle</del></u> does not exceed 150 seconds per vehicle during the <u><b>peak hour</b></u> for an average July weekday, <u>and the average total delay on any approach to any other traffic circle or roundabout does not exceed 55.0 seconds per vehicle during the <b>peak hour</b> for an average July weekday;</u> and</p> <p>4. <u>The Level of Service (LOS) for any vehicular traffic movement does not decline by more than one level per the requirements of the Highway Capacity Manual (HCM), nor to a Level of Service of "F"; and</u></p>

	<p>5. <u>The <b>development</b> causes safety issues or delays that require mitigation as determined by the Town Engineer.</u></p>
<p>Include multimodal infrastructure (such as bike paths, sidewalks, transit) in the analysis.</p>	<p><b>Appendix D:</b></p> <p><b>Application Submittal Requirements</b></p> <p><b>D-11. <u>Traffic</u> <u>Transportation</u> Impact Analysis Plan Review</b></p> <p><b><u>B. Submittal Requirements</u></b></p> <p><u>7. The impact on non-motorized travel shall be based on the procedures and practices recommended by ITE, Transportation Research Board (TRB), AASHTO and FHWA. The applicant shall incorporate where possible any non-motorized recommendations included in Town and/or regional long-term plans in the vicinity of the <b>site</b>. The study should identify potential changes such as:</u></p> <ul style="list-style-type: none"> <li><u>a. Improvements to pedestrian crossings;</u></li> <li><u>b. Additional pedestrian or bicycle crossings;</u></li> <li><u>c. Improvements to pedestrian signals, pedestrian signal intervals, signs, and pavement markings;</u></li> <li><u>d. Construction of additional sidewalks or non-motorized pathways;</u></li> <li><u>e. Changes to the site design and access to ease non-motorized travel and reduce conflicts with vehicles, from the public right-of-way to the building entrances or on-site activity; and</u></li> <li><u>f. Other similar improvements to transportation facilities.</u></li> </ul>
<p>Modify the discounting of impacts due to “background traffic.”</p> <p>i.e. the trips generated by previously existing development.</p> <p>Per the recommendation of Community Services Public Safety Committee, a</p>	<p><b>4. Exemptions</b></p> <p>The following types of <b>development</b> shall be exempt from the <u>Traffic</u> <u>Transportation</u> Impact Analysis Plan and mitigation requirements of this section:</p> <ul style="list-style-type: none"> <li><del>b. Development that would generate fewer than <b>peak hour</b> trips on the adjacent street.</del></li> <li><del>i. If the proposed <b>development</b> will be replacing a vacant or occupied <b>structure</b> on the same site, then for the purpose of</del></li> </ul>

<p>modification has been drafted to support the redevelopment of property (see yellow highlighted text).</p>	<p><del>determining exemptions, the number of <b>peak hour</b> trips generated by the proposed <b>land use</b> shall be reduced by the number of <b>peak hour</b> trips generated by the most recent legally established <b>land use</b>.</del></p> <p>ii. <del>Proof of the most recent principal <b>land use</b> of a site shall be the responsibility of the <b>applicant</b> and shall be submitted to the <b>Official</b> for approval. Absent such proof, the <b>peak hour</b> trip rate will be based on the lowest trip generation of all the <b>uses</b> permitted <b>by right</b> in the site's zoning district.</del></p> <p><u>b. If the proposed development is located on a previously developed parcel, then the number of peak hour trips projected to be generated by the proposed development shall be reduced by the number of trips generated by the previous development during the peak hour for the preceding twenty four months. If the resulting number is less than 50 peak hour trips, a Transportation Impact Analysis Plan is not required for the proposed development.</u></p>
<p>Include more impact mitigation options.</p>	<p><b>Appendix D:</b></p> <p><b>Application Submittal Requirements</b></p> <p><b>D-11. <del>Traffic Transportation</del> Impact Analysis Plan Review</b></p> <p><b>B. Submittal Requirements</b></p> <p><u><b>8. 10.</b></u> If the initial computerized analysis indicates that the <b>Town's adopted traffic service level standards</b> will be not be met, a mitigation plan must be included in the plan based on at least one additional computer analysis. This mitigation plan must show how the <b>Town's adopted traffic service level standards</b> will be satisfied. <b>Applicants</b> will only <u>shall</u> be responsible to mitigate the <u>traffic transportation impacts</u> of <u>their</u> proposed</p>

**development.** Acceptable **roadway** mitigation measures are limited to the following:

- a. Traffic signal timing adjustments; timing or phasing revisions, that not only mitigate traffic impacts generated by this **development**, but also result in safe and acceptable operations at the study intersection as demonstrated by a network traffic analysis;
- b. Traffic signal phasing adjustments; Addition of signs, signals, markings, or other measures to accommodate road crossings and improve safety for pedestrians and achieve ADA compliance;
- c. Pavement marking revisions;
- d. Adding additional intersection turn lanes not to exceed 4 lanes on minor arterial approaches and 5 lanes on major arterial approaches; and
- e. Geometric **improvements** to traffic circles or roundabouts signalized or unsignalized intersections, including traffic circles or roundabouts, to improve traffic operations, pedestrian and bicycle operations or to improve safety;
- f. Road widening;
- g. Adding a traffic signal at a location that is warranted per the Manual of Uniform Traffic Control (MUTCD);
- h. Replacing a traffic signal or uncontrolled intersection with a roundabout that meets the **Town's** operational and design standards;
- i. Changes to locations or design of median crossovers to reduce congestion and mitigate accidents;
- j. Removal of changes to the number and location, or design of access points to reduce congestion and mitigate accidents;
- k. Additional signage;
- l. Other transportation-related safety improvements identified and/or recommended by the Town Engineer.

## *Nonconformities*

Chapter 16-7 provides standards for nonconformities. This amendment will not create nonconformities and is not applicable.

## *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. Supports the Comprehensive Plan, which includes the following strategy and tactic: “Maintain, evaluate, and update as needed traffic analysis standards to guide development in accordance with the existing and future needs of the Town.”
2. Is required due to increased traffic and congestion.
3. Addresses a demonstrated community need to mitigate traffic impact and includes consideration of essential multimodal transportation options.
4. Ensures that overall transportation impacts and mitigation efforts are consistent with the intent of the LMO.
5. Results in safer and less congested streets and intersections ensuring orderly development and transportation networks.
6. Minimizes the overall impact of Town-wide development and resulting traffic.

## **TOWN COUNCIL REVIEW AND DECISION:**

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

The Town Council shall review the application, staff report, and Planning Commission recommendation and make a final decision on the application. The Town Council's decision shall be one of the following:

1. In this case, should Town Council support the Community Services Public Safety Committee recommendations, any change or departure from the text amendment that is different than what was recommended by the Planning Commission shall first be submitted back to the Planning Commission for review and recommendation in accordance with State law. Following review and recommendation by the Planning Commission of the additional changes, the text amendment ordinance will be returned to Town Council for second reading.
2. Otherwise, Town Council shall:
  - a. Adopt an ordinance approving the Text Amendment as recommended by Planning Commission; or
  - b. Adopt a resolution denying the Text Amendment.

**ATTACHMENTS:**

1. Ordinance
2. Text Amendment (as recommended by Planning Commission with Community Services Public Safety Committee recommendations in yellow highlighted text)

**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 TRAFFIC IMPACT ANALYSIS PLAN REQUIREMENTS AND TRAFFIC ANALYSIS STANDARDS IN LAND MANAGEMENT ORDINANCE SECTIONS 16-2-103, 16-5-106 AND APPENDIX D, AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, The Town Council previously adopted a Strategic Action Plan for 2023-2025, and Strategy Number 1 states that 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; and,

**WHEREAS**, at its September 24, 2024, Town Council Workshop, Town staff received the following comments and direction regarding amendments to the Land Management Ordinance related to Traffic Impact Analysis Standards:

1. Change name from Traffic Impact Analysis to Transportation Impact Analysis Plan to account for a multimodal approach.
2. Reduce the threshold a developer needs to meet to trigger a mandatory TIA from 100 peak hour trips to 50 peak hour trips.
3. Include multimodal infrastructure (such as bike paths, sidewalks, transit) in the analysis
4. Include more impact mitigation options.
5. Clarify subject matter approval by the Town Engineer instead of the LMO Official as a best practice.
6. Add unsignalized intersections level of service standard including mitigation requirements and remove the discounting of impacts due to “background traffic,” (i.e., the trips generated by previously existing development); and,

**WHEREAS**, the Town Council finds that Traffic Impact Analysis studies are important tools and assist the Town in avoiding congestion in the streets, undue concentration of population, safety hazards and overburdening of public infrastructure and also assist the Town in facilitating the creation of a convenient, attractive, and harmonious community; and,

**WHEREAS**, the Town Council finds that the best interests of the Town, and the health, safety and welfare of its citizens, property owners, residents and visitors will be furthered by an amendment to the Land Management Ordinance Traffic Impact Analysis Plan Requirements and Traffic Analysis Standards to change the title to Transportation Impact Analysis Plan, amend applicability requirements, modify the threshold for requiring an analysis plan, increase mitigation options to modernize the transportation review process, prioritize multimodal considerations, and ensure a thorough evaluation of development impacts on the transportation network by including the following requirements:

- Expanding the scope of Traffic Impact Analysis studies to include multimodal infrastructure such as sidewalks, bike lanes, and transit services,
- Reducing the threshold for requiring a study from 100 peak-hour trips to 50 peak-hour trips, ensuring that even moderate developments undergo proper transportation impact review,
- Expanding the type of mitigation options that can be used to address transportation impacts,
- Shifting approval authority from the LMO Official to the Town Engineer for consistency with best practices,
- Adding new standards for unsignalized intersections, and
- Eliminating exemptions associated with trips generated by previously existing development; and,

**WHEREAS**, the Town Council finds that these requirements will make the development review process more responsive to the community's needs and promote a more balanced, multimodal, and forward-thinking approach to transportation planning, ensuring that growth aligns with the Town's long-term mobility and infrastructure goals and that these things are in the best interests of the Town, and that the health, safety and welfare of its citizens, property owners, residents and visitors will be furthered by them; and,

**WHEREAS**, on April 16, 2025, the Planning Commission held a Public Hearing to consider the proposed amendments to change the applicability and to include multimodal options, and the public had an opportunity to comment on the proposed amendments, and the Planning Commission voted unanimously to recommend that Town Council adopt the amendments Land Management Ordinance Traffic Impact Analysis Plan Requirements and Traffic Analysis Standards; and,

**WHEREAS**, on May 19, 2025, the Community Services and Public Safety Committee discussed the proposed amendments to change the applicability and include multimodal options, and voted \_\_\_ to recommend that Town Council adopt the amendments Land Management Ordinance Traffic Impact Analysis Plan Requirements and Traffic Analysis Standards; and,

**WHEREAS**, the Town Council finds that the best interests of the Town, and the health, safety and welfare of its citizens, property owners, residents and visitors will be furthered by this amendment to the Land Management Ordinance Traffic Impact Analysis

Plan Requirements and Traffic Analysis Standards which will aid in avoiding congestion in the streets, undue concentration of population, safety hazards and overburdening of public infrastructure and also assist the Town in facilitating the creation of a convenient, attractive, and harmonious community.

**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

## Chapter 16-2: Administration

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

#### J. Traffic-Transportation Impact Analysis Plan Review

##### 1. Purpose

The purpose of this subsection is to establish procedures and standards for the review and decision on Traffic Transportation Impact Analysis Plans, to ensure new **development** does not create **street** congestion beyond an amount established as acceptable by the Town.

##### 2. Applicability

- a. ~~The A Traffic- Transportation Impact Analysis Plan, monitoring and mitigation requirements, and procedures set forth in this section are applicable to all development as defined in this Title that would generate 50 or more peak hour trips, except for that as specifically exempted in paragraph 4 below of this subsection.~~
- b. ~~Development Plan approval, with or without conditions or modifications, nor a **Building Permit**, shall not be granted until without the applicant has received for Development Plan approval first obtaining Traffic of a Transportation Impact Analysis Plan approval in accordance with this section, in addition to all other requirements, unless the development is specifically exempt as provided for in this Chapter.~~
- c. A **Building Permit** may not be issued for **development** undertaken in accordance with a previously issued final **development** permit until the **applicant** first obtains Traffic Transportation Impact Analysis Plan approval, unless the **development** is exempt.

##### 3. Trip Generation Rates

~~Trip generation rates shall be taken from the most current edition of the Institute of Transportation Engineers' ITE Trip Generation Manual (ITE Manual), except; provided, however, that an **applicant** may elect to perform, at the **applicant's** expense, a trip generation study which shall be submitted to the **Official Town Engineer** in determining an exemption. ~~The An applicant's trip generation study shall be undertaken by a qualified traffic transportation engineering firm selected in accordance with Appendix D.11, and is subject to review and approval by the **Official Town Engineer**. For any proposed uses-use not specifically listed in the ITE Manual, the **Official Town Engineer** shall determine the most appropriate trip generation rate. The **Official Town Engineer** may consider input from the **applicant** in making this decision.~~~~

Trip rates shall be generated for pass-by trips, internal trips and multi-modal trips that are generated by a mode other than a personal motor vehicle. Trip rate reductions must

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be supported by the ITE handbooks or, if local data is used, approved by the Town Engineer.

#### **4. Exemptions**

The following types of **development** shall be exempt from the ~~Traffic-Transportation~~ Impact Analysis Plan and mitigation requirements of this section:

- a. Activities and **uses** not constituting **development** (see Sec. 16-1-104.B, Development Activities Constituting Development), or exempt from Development Plan approval (see Sec. 16-2-103.G.3, Exemptions).
- b. ~~Development that would generate fewer than 100 **peak hour** trips on the adjacent street.~~
  - i. ~~If the proposed **development** will be replacing a vacant or occupied **structure** on the same site, then for the purpose of determining exemptions, the number of **peak hour** trips generated by the proposed **land use** shall be reduced by the number of **peak hour** trips generated by the most recent legally established **land use**.~~
  - ii. ~~Proof of the most recent principal **land use** of a site shall be the responsibility of the **applicant** and shall be submitted to the **Official** for approval. Absent such proof, the **peak hour** trip rate will be based on the lowest trip generation of all the **uses** permitted **by right** in the site's zoning district.~~

**If the proposed **development** is located on a previously developed **parcel**, then the number of **peak hour** trips projected to be generated by the proposed development shall be reduced by the number of trips generated by the previous **development** during the peak hour for the preceding twenty four months. If the resulting number is less than 50 **peak hour** trips, a Transportation Impact Analysis Plan is not required for the proposed **development**.**

- b. A residential **development** generating less than 200 **peak hour** trips in which at least 20 percent of the units will qualify and be maintained as affordable housing in accordance with this **Ordinance**.

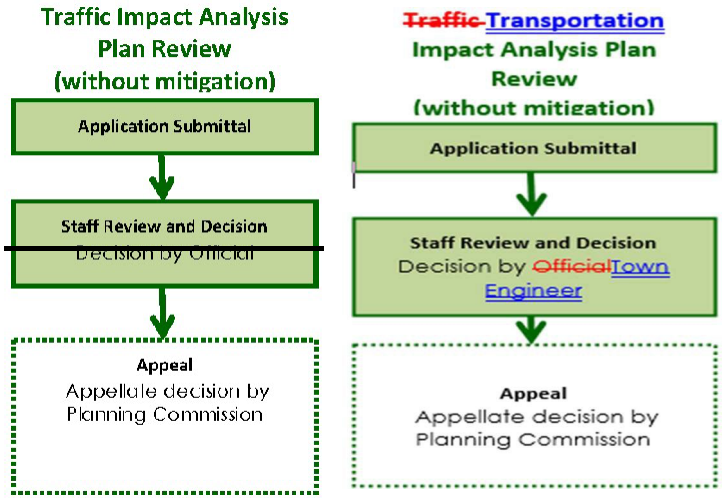
#### **5. ~~Traffic-Transportation~~ Impact Analysis Plan Review Procedure**

##### **a. Application Submittal**

An **application** for ~~Traffic-Transportation~~ Impact Analysis 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.

##### **b. Staff Review and Action**

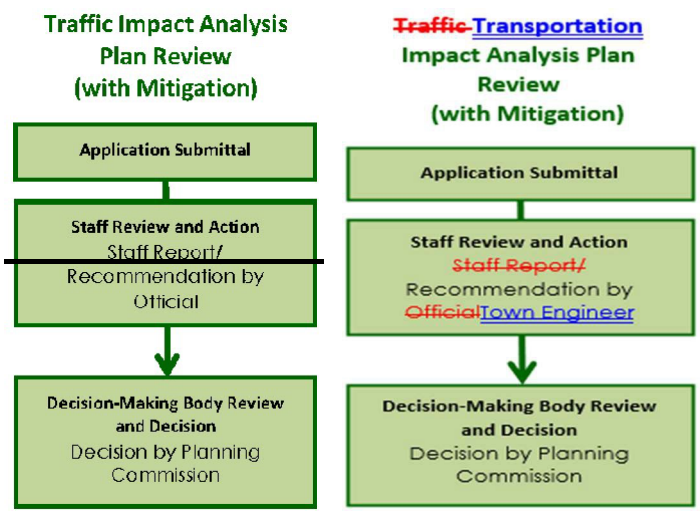
###### **I. No or Minor Mitigation Required**



For any proposed **development** that does not require any mitigation or for which mitigation is limited to adjustments to signal timing, signal phasing, or intersection restriping, or improvements serving non-motorized travel, the **Official Town Engineer** 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.J.6, Traffic Transportation Impact Analysis Plan Standards, and shall be one of the following:

01. Approve the **application** as submitted;
02. Approve the **application** subject to conditions of approval or modifications; or
03. Deny the **application**.

## II. Major Mitigation Required



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Where the proposed **development** requires mitigation beyond just adjustments to signal timing, signal phasing, or intersection re-striping, or improvements serving non-motorized travel, the **Official Town Engineer** shall review the **application** and prepare a staff report with a recommendation for action in accordance with Sec. 16-2-102.D. The **Official's Town Engineer's recommendation shall be based on the standards** in Sec. 16-2-103.J.6, Traffic-Transportation Impact Analysis Plan Standards. Any mitigation improvements should comply with the latest edition of SCDOT's Access and Roadside Management Standards (ARMS) manual and SCDOT Roadway Design Manual.

### **c. Decision-Making Body Review and Decision**

- I. For any proposed **development** that requires mitigation beyond just adjustments to signal timing, signal phasing, or intersection re-striping, the **Planning Commission** shall review the **application** and staff report at a public meeting and make a final decision on the **application** in accordance with Sec. 16-2-102.G. The Commission's decision shall be based on the standards in Sec. 16-2-103.J.6, Traffic-Transportation Impact Analysis Plan Standards, and shall be one of the following:
  01. Approve the Traffic-Transportation Impact Analysis Plan as submitted;
  02. Approve the Traffic-Transportation Impact Analysis Plan subject to conditions of approval or modifications; or
  03. Deny the Traffic-Transportation Impact Analysis Plan.
- II. Traffic-Transportation Impact Analysis Plans containing mitigation other than that allowed in Appendix D (specifically D-11.B.8) will not be accepted.

### **d. Post-Decision Actions and Limitations**

- I. **Notice of Decision**

The **Official Town Engineer** shall provide notice of the final decision on the **application** in accordance with Sec. 16-2-102.H.1.
- II. **Appeal**
  01. Appeals from the final decision of the **Official Town Engineer** on an **application** for Traffic-Transportation Impact Analysis Plan Review are governed by Sec. 16-2-103.U, Appeal of **Official's Decision to Planning Commission**, and S.C. Code Ann. § 6-29-1150.
  02. Appeals from the decision of the **Planning Commission** on an **application** for Traffic-Transportation Impact Analysis Plan Review are governed by S.C. Code Ann. § 6-29-1150.

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## **6. Traffic-Transportation Impact Analysis Plan Standards**

The proposed Traffic-Transportation Impact Analysis Plan shall not be approved unless it is demonstrated the Town's **street** system can operate and comply with the Town's **adopted traffic service level standards**, and the plan complies with Sec. 16-5-106, Traffic-Transportation Analysis Standards.

## **7. Expiration of Approval**

A Traffic-Transportation Impact Analysis Plan approval shall expire ~~after one (1) year from the date of approval~~ unless the **applicant** submits a complete Development Plan review **application**.

## **8. Amendment**

A Traffic-Transportation Impact Analysis Plan may be amended only in accordance with the procedures and standards for applicable to its original approval.

## **9. Traffic-Transportation Mitigation Program Implementation**

### **a. Timing of Implementation**

If a traffic-transportation mitigation program is part of an approved Traffic-Transportation Impact Analysis Plan, all approved traffic-transportation mitigation **improvements** must be implemented prior to issuance of a Certificate of Compliance unless otherwise provided for as part of the approved Traffic-Transportation Impact Analysis Plan.

### **b. Responsibility for Costs of Improvement; Reimbursement**

- I. ~~Except as provided for in provisions ii through iv below, t~~ The costs of implementation of an approved mitigation program shall be the responsibility of the **applicant**, except as follows:-
- II. If an **applicant** is required to provide an **improvement** that would otherwise be funded by transportation impact fees, a transportation impact fee credit shall be available as provided in accordance with Sec. 16-5-116.K, Offsets to Impact Fees.
- III. If an **applicant** is required to provide an **improvement** which is eligible for a transportation impact fee credit as provided for in accordance with Sec. 16-5-116.K, Offsets to Impact Fees, and the cost of the **improvement** exceeds the amount of the transportation impact fee otherwise calculated to be due in accordance with that section, the **applicant** may submit a plan for reimbursement to the **Town Council** for action. Such reimbursement plan shall be consistent with the **Town's** contractual obligations with respect to other planned **street improvements** and consistent with the **Town's** adopted **Capital Improvements Program** (CIP).
- IV. If an **applicant** is required to provide an **improvement**, other than a site-related traffic transportation **improvement** that is eligible for funding with transportation impact fees, or if an **applicant** proposes a change in priorities in the adopted CIP, the **applicant** may submit a proposal to the **Town Council** requesting consideration for inclusion of such **improvement** in the CIP or for a shifting of

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priorities within the CIP, together with a proposed reimbursement plan which is consistent with the requirements of this section.

## **10. Traffic-Transportation Monitoring and Evaluation Report**

### **a. Report**

Annually, following the preparation of the ~~June-July~~ intersection turning movement counts, the ~~Official~~ Town Engineer shall prepare a Traffic-Transportation Monitoring and Evaluation Report, which shall include each of the following:

- I. **Peak hour** traffic turning movement counts for an average ~~June-July~~ weekday for all signalized intersections as measured by the Town Engineer;
- II. Twenty-four hour traffic volumes on William Hilton Parkway, Palmetto Bay Road, Pope Avenue, and the Cross Island Parkway as measured by the Town Engineer;
- III. Historical trends over the past five years if available for items in paragraph II above;
- IV. Description of the operating conditions, relative to the **adopted traffic service level standards**, for each signalized intersection and how the operating conditions have changed since the last reporting period;
- V. Morning, midday, and afternoon **peak hour** volumes for Sea Pines Circle in reports for years evenly divisible by ~~five~~ two; and
- VI. Recommendations for mitigation **improvements** to intersections that fail to meet the traffic-transportation standards outlined in Sec. 16-5-106, Traffic-Transportation Analysis Standards.

### **b. Certification of Traffic-Transportation Data**

Based on the Traffic-Transportation Monitoring and Evaluation Report, Traffic-Transportation Impact Analysis Plans, and such other information as deemed appropriate, the ~~Official~~ Town Engineer shall certify the traffic-transportation data to be used by all **applicants**, traffic-transportation engineers, **Town** staff and consultants, in performing and reviewing Traffic-Transportation Impact Analysis Plans. The ~~Official~~ Town Engineer will certify the traffic volume data on an annual basis or more frequently as deemed appropriate.

### **c. Planning Commission Action**

- I. The Traffic-Transportation Monitoring and Evaluation Report prepared by the ~~Official~~ Town Engineer as described above shall be forwarded to the **Planning Commission** and simultaneously conveyed to the **Town Council**. Upon receipt of the Report and recommendations from the ~~Official~~ Town Engineer, the **Planning Commission** shall give notice and hold a public meeting for the purpose of discussing the Report and recommendations and eliciting public comments.
- II. Following its review, the **Planning Commission** shall forward the Traffic-Transportation Monitoring and Evaluation Report and recommendations, and may forward its own supplemental report and recommendations, to the **Town Council**.

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## **11. Vehicular Multimodal Access Analysis**

- a. All **development** shall have an **access** analysis undertaken by the **Official Town Engineer**. This analysis shall be undertaken to ensure that vehicular and multi-modal access to all proposed developments and **subdivisions** is accomplished in a safe manner.
- b. This analysis will identify any vehicular **access improvements** the **applicant** must install at the **applicant's** expense, such as deceleration lanes, and shall identify the location of any curb cuts based on, but not limited to sight distances, existing **roadway** infrastructure, opposing **driveways** locations, and shared vehicular **access**. This analysis will address requirements for adequate **driveway** design including, but not limited to turning radius and stacking distance. The standards in the South Carolina Department of Transportation's Access and Roadside Management Standards Manual shall serve as a guide for this review.
- c. This analysis will identify any improvements required to serve non-vehicular site access, including any modifications to or improvements of pathway crossings being impacted by the site development.
- d. The vehicular and multimodal access requirements approved by the **Official Town Engineer** shall be incorporated on **development** or **subdivision** plans prior to their approval. If an **applicant** is required to provide site-related traffic **improvements**, the cost of implementing such **improvements** shall be borne by the **applicant** and no such costs shall be eligible for a credit or offset from any transportation impact fees required in accordance with Sec. 16-5-116.K, Offsets to Impact Fees.

### **Chapter 16-5: Development and Design Standards**

#### **Sec.16-5-106. Traffic Transportation Analysis Standards**

##### **A. Purpose**

The purpose of this section is to guide **development** in accordance with the existing and future needs of the **Town** in order to protect, promote and improve the public health, safety, ~~morals,~~ convenience, order, ~~appearance,~~ prosperity and general welfare of the citizens of the **Town**, by ensuring new **development** does not overburden and overly congest streets, pathways, sidewalks, and other transportation systems in the **Town's streets**.

##### **B. Intent**

The regulations of this section are designed and intended:

1. To ensure that the **Town's adopted traffic-transportation service level standards** are met within the **Town** and to provide safety from fire, panic and other dangers, to promote the public health and general welfare, to prevent the

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overcrowding of **land**, to avoid undue concentration of population, and to facilitate safe and the adequate provision of **street** and non-motorized facilities.

2. To enable the Town Engineer or their **designee** to conduct an appropriate review and evaluation of the traffic-multimodal transportation impacts of proposed **development**, to provide for the imposition of conditions in order to assure that new **development** does not impair the safety and the **Town's** ability and obligation to provide adequate adequacy of impacted **street** and transportation facilities to all its used by the **Town's** citizens, and to prescribe necessary project-specific mitigation measures or to otherwise changes to the site design or operations, and establish the implementation timing and funding, as part of the condition traffic impact analysis plan approval.
3. To ensure that no traffic-transportation impact analysis plan approvals are granted that would cause a reduction in the service level of any **street** facility that is currently operating in a manner that fails to satisfy the **Town's adopted traffic service level standards**.
4. To ensure that no traffic-transportation impact analysis plan approvals are granted unless **street** facilities with adequate capacity to accommodate the traffic generated by the proposed **development** are available concurrently with the scheduled opening of the **development**.
5. To establish uniform procedures for the review of **applications** for traffic transportation impact analysis plan approval subject to the traffic-transportation impact analysis plan requirements set forth herein.
6. To better coordinate the short-term growth potential of the **Town** with the immediately available **street** system capacity, taking into account exempt **development** and approved **development** that has not been built, to the extent to which these may be eligible for **development** plan approval without being subject to the traffic-transportation impact analysis plan requirements of this section.
7. To better coordinate the long-term growth potential of the **Town** with an realistic-assessment of street capacity which is currently and which may in the future become available, recognizing the limitations on the **Town's** financial resources, the constraints presented by the geography of the Island, and the need to preserve the Island's sensitive natural, historic, and environmental resources.
8. To better coordinate the type, location, amount, timing, and rate of **development** of proposed **land uses** in accordance with the **Comprehensive Plan**, zoning district regulations, and **Official Zoning Map** with the present and projected future availability of **street** system capacity.
- 9.8. To establish and maintain a traffic monitoring system to regularly determine the volume of traffic on the **Town's street** system and the degree to which capacity limits ("thresholds") are being approached or exceeded. To require that Transportation Impact Analysis Plans are prepared by a licensed

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professional transportation engineer, and that the plan contents and modeling are consistent with national guidelines and practices published by the *Institute of Transportation Engineers (ITE)*, the *Transportation Research Board (TB)*, the *Federal Highway Association (FHWA)*, the *American Association of State Highway and Transportation Officials (ASHTO)*, the *National Association of City Transportation Officials*.

10. 9. It is not the intent of this section to deny to any *person* a reasonable opportunity to develop *land* in a beneficial manner, but rather to coordinate the type, location, amount, timing, and rate of *development* with the *Town's* reasonable ability to provide adequate public *street* facilities consistent with the *Town's adopted traffic service level standards*. To ensure that, in addition to measuring the impact on the roadway system, the transportation impact analysis plan measures the multimodal impacts, and mitigation measures, for non-motorized travel and transit.
10. To establish and maintain a traffic monitoring system to regularly determine the volume of traffic of the *Town's* street system and the degree to which capacity limits ("thresholds") are being approached or exceeded.

### **C. Traffic Service Level Standards**

All required traffic-transportation impact analysis plans shall, at a minimum, indicate compliance or non-compliance with the standards of this section.

1. The average total delay in seconds per vehicle for each signalized intersection does not exceed 55.0 seconds during the *peak hour* for an average July weekday; and
2. The volume-to-capacity (V/C) ratio for each signalized intersection does not exceed 0.90 during the *peak hour* for an average July weekday; and
3. The average total day on any approach to a traffic circle or roundabout the *Sea Pines Circle* does not exceed 150 seconds per vehicle during the *peak hour* for an average July weekday, and the average total delay on any approach to any other traffic circle or roundabout does not exceed 55.0 seconds per vehicle during the *peak hour* for an average July weekday; and
4. The Level of Service (LOS) for any vehicular traffic movement does not decline by more than one level per the requirements of the Highway Capacity Manual (HCM), nor to a Level of Service of "F"; and
5. The *development* causes safety issues or delays that require mitigation as determined by the Town Engineer.

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**Appendix D:  
Application Submittal Requirements**

**D-11. Traffic Transportation Impact Analysis Plan Review**

**A. Plan Preparation**

**1. Selection of Traffic Transportation Engineering Firm**

The ~~Traffic Transportation~~ Impact Analysis Plan shall be prepared for the **applicant** by a qualified ~~traffic-Transportation engineer/engineering firm~~, selected from a list of ~~traffic engineering firms~~ maintained by the Town. The list shall be created through the solicitation by the Town of professional traffic engineers qualified to perform this service. The list shall contain the names of at least three ~~traffic engineering firms~~, approved by the Town Engineer or their **designee**, and sealed by a licensed professional engineer registered in South Carolina.

**2. Establishment of Traffic Transportation Impact Plan Parameters**

- a.** Prior to beginning the ~~Traffic Transportation~~ Impact Analysis Plan, the **applicant** shall supply the ~~Official-Town Engineer~~ with the following:
- I. A written narrative describing the proposed **land use(s)**, size and projected opening date of the project and any phases. The narrative must also identify the Beaufort County Tax Map and **parcel** numbers to be occupied by the proposed **development**;
  - II. A site location map; and
  - III. A proposed **site plan** showing the location of the proposed **development** on the site and vehicular **access** to public or private **streets** or any other **development**.
  - IV. A study area map or maps that illustrate the intersections to be evaluated in the study, along with the relevant pedestrian and non-motorized pathway systems. The non-motorized map shall generally depict expected walking and bicycling patterns (origin and destinations), where people will cross roadways, and improvements needed. Public transportation systems shall be included in this study area map as well.
  - V. For uses, as determined by the Town Engineer or their **designee**, a review of the transit or other mobility options, and how they can be accommodated on or near the site.

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- b.** Based on this information, along with the ITE Trip Generation Manual and available information on land **use**, travel patterns and traffic conditions, the ~~Official Town Engineer~~ will supply in writing to the **applicant** or the **applicant's** selected engineering firm the parameters to be followed in the study, including the study area for all modes, ~~directional split of driveway~~ traffic, trip distribution to multiple access points, trip distribution on the study area roadway network ~~background traffic growth rate~~, previously approved or proposed projects that are ~~but not completed projects~~, and the intersections to be analyzed along with any associated turning movement counts and signal timing data that ~~which~~ are available.

### **B. Submittal Requirements**

An acceptable ~~traffic transportation~~ impact analysis plan shall include an accurate representation of the following elements:

1. A **current site plan** or **subdivision** plat identifying access to and from existing or proposed **streets** and intersections. In addition, a vicinity map shall be provided.
2. Description of the proposed **development**, including the type of proposed **land use**, the number of residential units by type, the number of existing and proposed **lots**, the type of proposed non-residential **development** and the amount of such **development** measured by **gross floor area** or other appropriate unit of measure, the general size and type of accessory **development** or facilities, and, for non-residential **development**, adequate information to identify the appropriate **land use** category or categories for trip generation.
3. Traffic, pedestrian, and bicycle counts must be collected and analyzed if the existing data is more than two years old or is determined to be unavailable by Town Engineer. The existing conditions shall consider and include any development in the study area that has generated a previous application for a TIAP study or other development in the study area that is projected to occur within five (5) years from the TIAP study as determined by the Town Engineer. Projected vehicular trips to and from the completed **development**, or any interim **development** phases, on the **adjacent street** during the a.m. and p.m. peak hours of the surrounding roadway network. In some cases the Town Engineer may also require an analysis of Saturday conditions or the peak hours of the proposed land-use. The percentage of ~~passerby~~ pass-by trips, if used in the plan, shall be included, as well as the source of this information. The trips shall be presented as "Multi-Modal Trips" with a listing of pass-by trips, internal trips (within the **development**), pedestrian, bicycle, transit, ride-hailing, or other trips. In cases where multi-use pathway segments or pathway crossings are being impacted by the development, the Town Engineer shall also require analysis of projected levels-of-service.

- 
4. A written narrative setting forth the assumptions upon which any projection, made in developing the traffic-transportation impact analysis plan required under this part, is based upon. If the assumptions are derived from the ITE manual, the materials-excerpts shall be identified. If the assumptions are not from the ITE manual, appropriate-excerpts-will-the-referenced-materials-shall be included in the study and the reasoning underlying the assumptions shall be stated in the narrative. If the project predicts fewer auto trips due to various travel demand management measures, assurances that those measures will be applied and are enforceable will be determined by the Town Engineer.
  5. The traffic-Transportation Impact Analysis Plan study shall be based on intersection analysis procedures for signalized intersections and roundabouts or traffic circles as identified in the Transportation Research Board's (TRB) current Highway Capacity Manual Special Report 209 and utilize computer software which emulates these procedures and is acceptable to the ~~Official~~ Town Engineer. ~~Any analysis involving a traffic circle will utilize computer software which is designed to analyze traffic circles and is acceptable to the Official.~~ The results of any required computer analysis shall, at a minimum, indicate compliance or non-compliance with the traffic-transportation standards of Sec. 16-5-106, Traffic-Transportation Analysis Standards.
  6. Safety data in the study area, when required by the Town Engineer, shall include the types of collisions. The study should describe how safety will be influenced by the project's transportation impacts and evaluate potential solutions. Potential mitigation measures shall be consistent with the American Association of State Highway and Transportation Officials AASHTO Highway Safety Manual, Federal Highways Administration (FHWA) guides on non-motorized crossings, and other national research.
  7. The impact on non-motorized travel shall be based on the procedures and practices recommended by ITE, Transportation Research Board (TRB), AASHTO and FHWA. The applicant shall incorporate where possible any non-motorized recommendations included in Town and/or regional long-term plans in the vicinity of the site. The study should identify potential changes such as:
    - a. Improvements to pedestrian crossings;
    - b. Additional pedestrian or bicycle crossings;
    - c. Improvements to pedestrian signals, pedestrian signal intervals, signs, and pavement markings;
    - d. Construction of additional sidewalks or non-motorized pathways;
    - e. Changes to the site design and access to ease non-motorized travel and reduce conflicts with vehicles, from the public right-of-way to the building entrances or on-site activity; and
    - f. Other similar improvements to transportation facilities.

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**6.8.** The intersections which must be analyzed in the study are identified as:

- a. Any ~~signalized~~ intersection that serves as a **development's** point of **access** to a major arterial. This will include intersections of public and private roads with major arterials, and ~~driveways~~ offering direct **access** to a major arterial; and
- b. The first signalized intersection on either side of the **development's** primary point of **access** to a major arterial; and
- c. Other signalized intersections on major arterials if within 1 road mile of the **development's** primary point of **access** to a major arterial and when in the opinion of the ~~Official Town Engineer~~ there is a potential for a significant impact to the intersection's **level of service** from ~~site-related~~ site-related traffic; and
- d. Any traffic circle or roundabout, when in the opinion of the ~~Official Town Engineer~~, there is a potential for a significant impact to the circle's **level of service** from **site** related traffic.

**7.9.** At a minimum, the plan must include the results of a computerized analysis projecting the operating conditions of ~~critical intersections relative to signalized intersections and roundabouts or traffic circles identified in 8. above.~~ The intersections shall meet the **Town's adopted traffic service level standards outlined in 16-5-106.** All other intersections must be projected to operate at levels of service acceptable to the Town Engineer. The analysis shall reflect the projected condition of these intersections and movements based on the full operation and/or build-out of the development date of the **development** and, where applicable, on other significant phase-in dates of the **development** project.

**8.10.** If the initial computerized analysis indicates that the **Town's adopted traffic service level standards** will be not be met, a mitigation plan must be included in the plan based on at least one additional computer analysis. This mitigation plan must show how the **Town's adopted traffic service level standards** will be satisfied. **Applicants** ~~will only~~ shall be responsible to mitigate the traffic transportation impacts of their proposed **development**. Acceptable **roadway** mitigation measures are limited to the following:

- a. Traffic signal timing adjustments; timing or phasing revisions, that not only mitigate traffic impacts generated by this **development**, but also result in safe and acceptable operations at the study intersection as demonstrated by a network traffic analysis;
- b. Traffic signal phasing adjustments; Addition of signs, signals, markings, or other measures to accommodate road crossings and improve safety for pedestrians and achieve ADA compliance;
- c. Pavement marking revisions;

- 
- d. Adding additional intersection turn lanes not to exceed 4 lanes on minor arterial approaches and 5 lanes on major arterial approaches; and
  - e. Geometric **improvements** to ~~traffic circles or roundabouts~~ signalized or unsignalized intersections, including traffic circles or roundabouts, to improve traffic operations, pedestrian and bicycle operations or to improve safety;
  - f. Road widening;
  - g. Adding a traffic signal at a location that is warranted per the Manual of Uniform Traffic Control (MUTCD);
  - h. Replacing a traffic signal or uncontrolled intersection with a roundabout that meets the **Town's** operational and design standards;
  - i. Changes to locations or design of median crossovers to reduce congestion and mitigate accidents;
  - j. Removal of changes to the number and location, or design of access points to reduce congestion and mitigate accidents;
  - k. Additional signage;
  - l. Other transportation-related safety improvements identified and/or recommended by the Town Engineer.



## TOWN OF HILTON HEAD ISLAND COMMUNITY DEVELOPMENT DEPARTMENT

One Town Center Court, Hilton Head Island, SC 29928

843-341-4757

FAX 843-842-8908

### STAFF REPORT PUBLIC PROJECT REVIEW

Case #	Project Name	Public Hearing Date
PPR-000829-2025	Patterson Family Park	September 17, 2025

Project Location	Applicant
23 Marshland Road Hilton Head Island, SC 29926  Parcels: R510 008 000 008D 0000 & R510 008 000 0460 0000	Scott Harris Town of Hilton Head Island 1 Town Center Court Hilton Head Island, SC 29928

#### **Application Summary**

**PPR-000829-2025-** Public Hearing Request from Scott Harris, with the Town of Hilton Head Island, for the Public Project Review for a new park facility on the Town-owned parcel located at 23 Marshland Road. The affected parcel is Beaufort County Tax Map Parcel R510 008 000 008D 0000

#### **Staff Recommendation**

Staff recommends the Planning Commission find this application to be **consistent with the Town's Comprehensive Plan (Our Plan)** for location, character, and extent based on those Findings of Fact and Conclusions of Law as determined by the LMO Official and enclosed herein.

#### **Background**

Parks and Recreation is one of the Major Core Values under the Town's Our Plan. Under the Parks and Recreation Core Value, there are 8 Major Goals, one of them being to provide best-in-class recreation facilities and programs in the Island's public parks, and another being to promote multi-dimensional inclusion and access for all parks, facilities, and recreation programming. Patterson Family Park is anticipated to have a blend of family oriented use by the public on a daily basis, particularly at the play features, providing paved handicapped parking, a sidewalk, and fixed toilet facilities with running water will contribute to the Town's Comprehensive Plan goals of providing best-in-class parks and recreation facilities, and accessible facilities and routes at the Town's parks.

#### **Description of Project**

The proposed park will feature pedestrian pathways and crosswalks, vehicular access and parking, and internal interpretive signage. It will also include passive open lawn spaces, a playground and a covered pavilion equipped with restrooms, tables, grills, and seating areas. Pathways will be scattered

throughout the landscape, which will integrate existing natural features like specimen trees and views of Broad Creek.

The proposed pavilion and restroom will emulate similar facilities the Town has constructed at various neighborhood park properties and will be designed to be of Island Lowcountry nature to fit into the surrounding neighborhood and the Island as a whole.

**Location, Character, and Extent**

Per Land Management Ordinance Section 16-2-103.Q.4, Public Project Review Standards, in determining whether or not a proposed public project is compatible with the Comprehensive Plan, the Planning Commission shall consider whether the location, character, and extent of the proposed development is consistent with, or conflicts with, the plan’s goals and implementation strategies.

**Summary of Facts and Conclusions of Law**

**Findings of Fact:**

1. LMO Appendix D-24, Application Deadlines, requires applications before the Planning Commission to be submitted to the LMO Official 30 calendar days prior to the meeting. The applicant submitted the application for this project on August 18, 2025.
2. LMO Section 16-2-102.E.1, Hearing Scheduling, states that when an application is subject to a hearing, the LMO Official shall ensure that the hearing on the application is scheduled for a regularly scheduled meeting of the body conducting the hearing or a meeting specialty called for that purpose by such body. The LMO Official scheduled the public hearing on the application for the September 17, 2025, Planning Commission meeting, which is a regularly scheduled meeting of the Commission.
3. LMO Section 16-2-102.E.2, Hearing Notice, requires the LMO Official to publish a notice of the public hearing in a newspaper of general circulation in the Town no less than 15 calendar days before the hearing date. Notice of September 17, 2025, public hearing was published in the Island Packet on August 31, 2025, which is 17 calendar days before the hearing date.
4. LMO Section 16-2-102.E.2, Hearing Notice, requires the applicant to mail a notice of the public hearing by first-class mail to the owner(s) of the land directly contiguous to the proposed project no less than 15 calendar days before the hearing date. The applicant mailed notices of the September 17, 2025, public hearing by first-class mail to such owner(s) of the land on August 30, 2025 which is 18 calendar days before the hearing date.

**Conclusions of Law:**

1. The application was submitted 30 calendar days prior to the meeting date, in compliance with LMO Appendix D-24.
2. The LMO Official scheduled the public hearing on the application for the September 17, 2025, Planning Commission meeting, in compliance with LMO Section 16-2-102.E.1.
3. Notice of the public hearing was published 17 calendar days before the meeting date, in compliance with LMO Section 16-2-102.E.2.
4. The applicant mailed notices of the public hearing to owner(s) of land directly contiguous to the proposed project 18 calendar days before the hearing date, in compliance with LMO Section 16-2-102.E.2.

## Summary of Facts and Conclusions of Law

### Findings of Fact:

The adopted Comprehensive Plan addresses the location, character, and extent of this project in the Parks & Recreation and Infrastructure sections.

#### Parks & Recreation - Community Theme

Strategies & Tactics - Best-in-Class

- 2.1: Continue to provide high quality parks and amenities and furnishings.

#### Parks & Recreation - Community Theme

Strategies & Tactics – Accessibility

- 8.2: Continue to evaluate the need to update and/or provide opportunities to improve accessible routes and features at parks and facilities, and for special events or recreation programming.

#### Infrastructure - Core Value

Strategies & Tactics

- 5.1.2: Evaluate existing Town facilities and identify opportunities for redevelopment or new construction to provide best-in-class facilities across the Town government.
- 5.2: Ensure the Town continues to provide best-in-class services and facilities that meet or exceed the expectations of its residents and visitors.

### Conclusions of Law:

The Comprehensive Plan supports the **location** of the proposed project.

- The proposed project will add ADA accessible pathways connecting the parking area to park amenities, in compliance with the Recommendations & Action Items for Hilton Head Island (Patterson Family Park) for Parks & Recreation.

The Comprehensive Plan supports the **character** of the proposed project.

- The proposed project will provide a new neighborhood facilities, and provide high quality park furnishings and amenities, which is in compliance with the Parks & Recreation Core Value.

The Comprehensive Plan supports the **extent** of the proposed project.

- The proposed project supports the Infrastructure Strategy and Tactics to evaluate existing Town facilities and identify opportunities for redevelopment or new construction to provide best-in-class facilities that meet or exceed the expectations of its residents and visitors, which is in compliance with the Infrastructure Core Value.

## LMO Official Determination

The LMO Official determines this application is **compatible with the Comprehensive Plan** for the location, character, and extent as based on the above Findings of Fact and Conclusions of Law.

**Planning Commission Determination and Motion**

Per LMO Section 16-2-103.Q.4, Public Project Review Standards, the Planning Commission’s role is to determine whether the application is compatible or is not compatible with the Comprehensive Plan for location, character, and extent.

**PREPARED BY:**

SF  
\_\_\_\_\_  
Shea Farrar, Principal Planner

September 3, 2025  
\_\_\_\_\_  
DATE

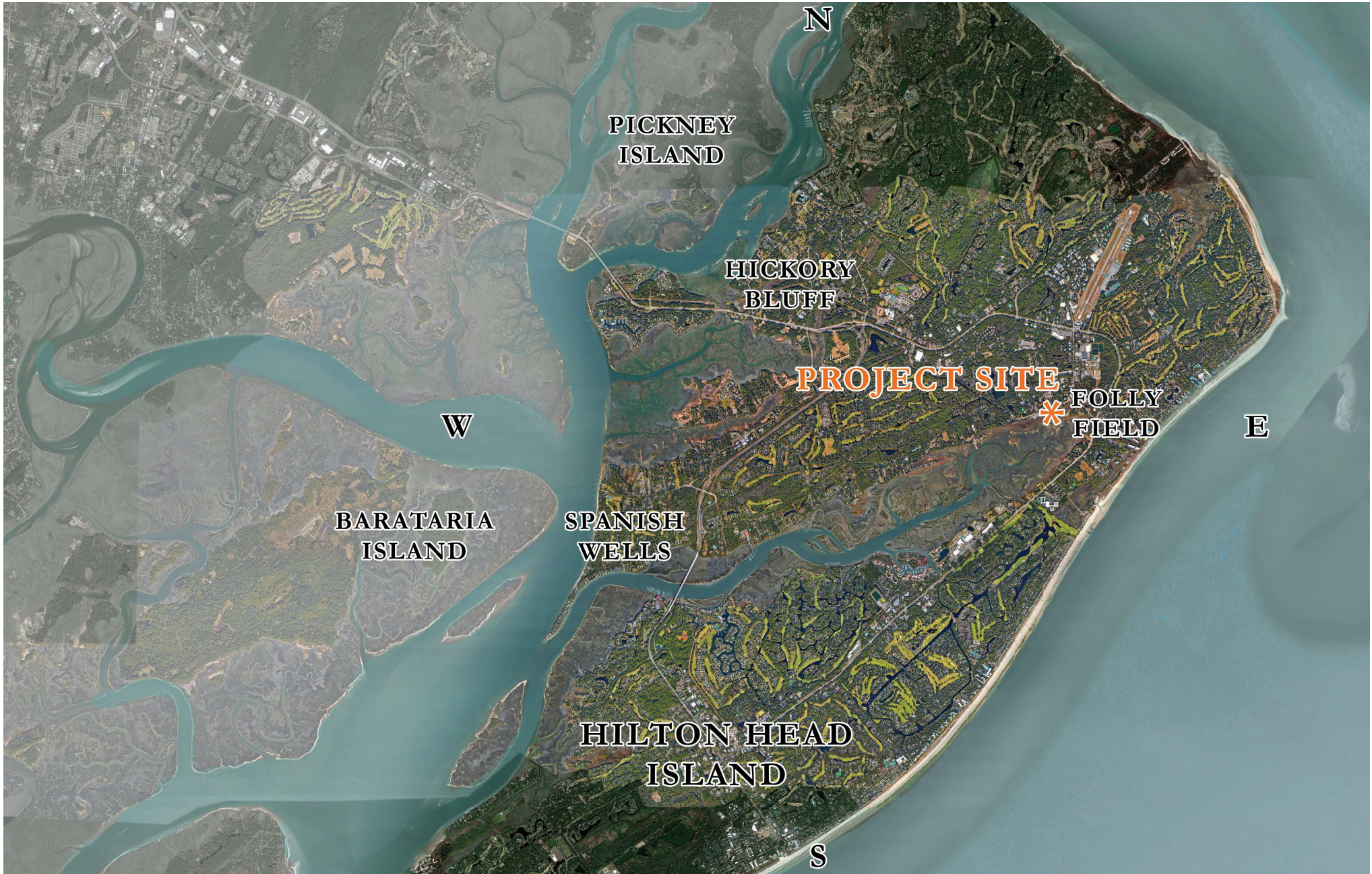
TL  
\_\_\_\_\_  
Trey Lowe, Development Services Program  
Manager

September 4, 2025  
\_\_\_\_\_  
DATE

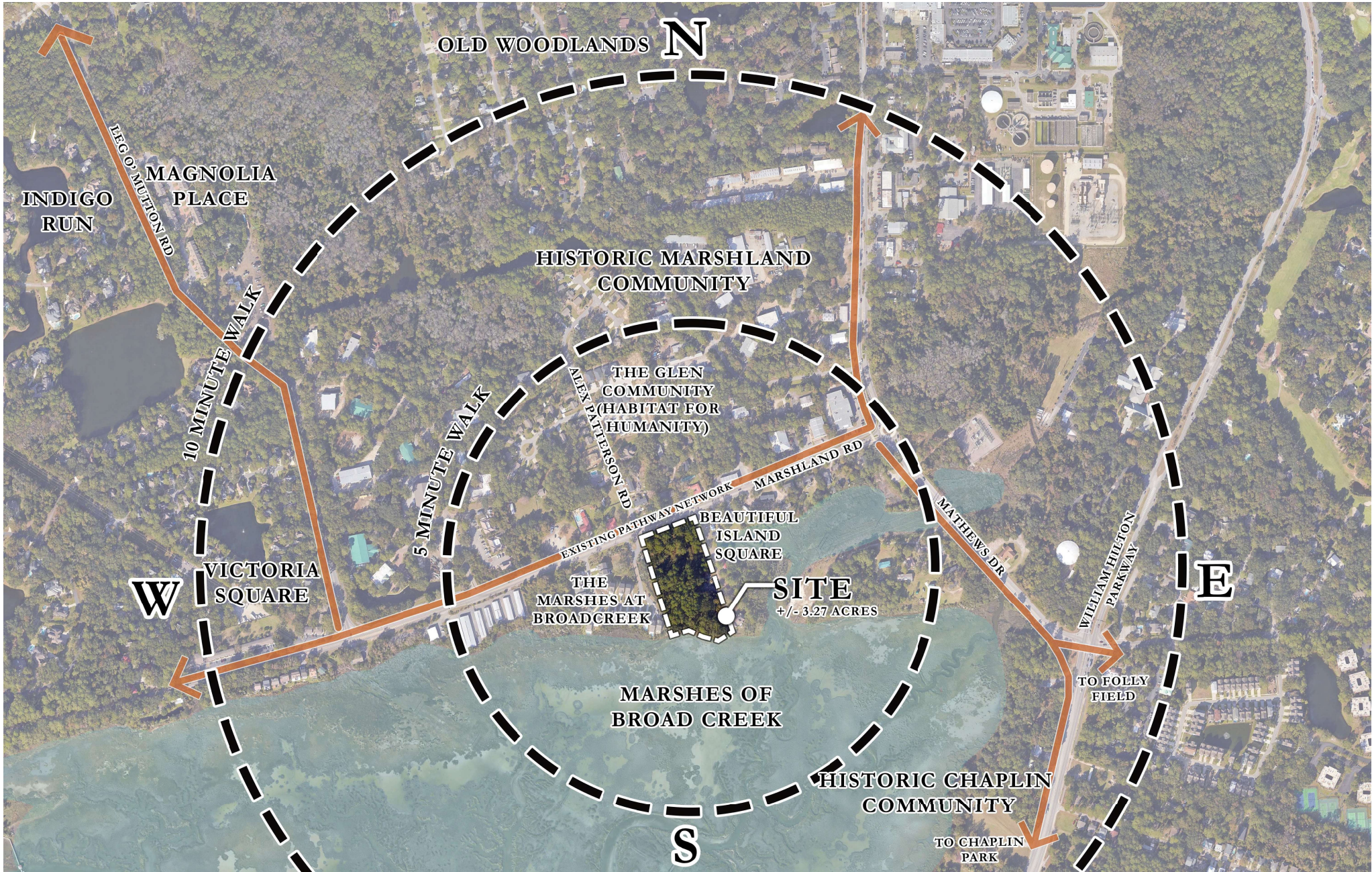
**ATTACHMENTS:**

- A) Location Map
- B) Narrative
- C) Plan

VICINITY MAP



SITE CONTEXT MAP





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**PUBLIC PROJECT REVIEW NARRATIVE**

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**Patterson Family Park**

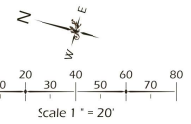
**Parcel Number: R510 008 000 008D 0000**

The Town of Hilton Head Island is proposing the development of a new park on a Town owned parcel located at 23 Marshland Rd. Currently the property is undeveloped wooded lot. Creation of this park is consistent with Hilton Head Island's 2020 to 2040 Comprehensive Plan to develop the Patterson Tract as a mini park. The vision for this project is to provide a neighborhood park that tells the story of this land, nestled within the Marshland Historic Gullah Neighborhood. Woven into that story is a commitment to honor the community's voice—incorporating the features they asked for during neighborhood meetings. These include a multi-purpose lawn, playground, a pavilion with restrooms, oyster roasting / grilling area, observation area overlooking Broad Creek, and walking paths. Guided by the site analysis, each element has been thoughtfully placed to complement and the site's existing composition: specimen live oaks, broad creek views, and integration with Beautiful Island Square and adjacent residences.

CONCEPT PLAN



- LEGEND**
- 1 - NEW ACCESS ROAD WITH ON-STREET PARKING (5 SPACES) TURNAROUND
  - 2 - PARK ENTRY GATE (WITH CAMERAS AND WAYFINDING SIGNAGE)
  - 3 - PARKING LOT (+/-16 SPACES + 1 HC SPACE)
  - 4 - PAVILION
  - 5 - ACTIVITY LAWN
  - 6 - VIEWING PLATFORM
  - 7A - FARM INSPIRED PLAYGROUND
  - 7B - ACTIVE USE ZONE
  - 8 - HISTORY PEDESTRIAN WALK
  - 9 - BIKE RACK
  - 10 - CROSSWALK
  - 11 - GRILLING / ROASTING AREA WITH OYSTER & PICNIC TABLES
  - 12 - EXISTING RESIDENCE
  - 13 - BUFFER PLANTINGS
  - 14 - DRY POND



AUGUST 2025  
 PROJECT NO: XXXXX.XX  
 Witmer Jones Keefer Ltd. / 23 Promenade St., Suite 201 Bluffton, SC 29910 / ph: (843) 757-7411 / www.wjkhd.com

**PATTERSON PARK**  
 MARSHLAND ROAD / LOT 8D (#23)  
 HILTON HEAD ISLAND, BEAUFORT COUNTY, SOUTH CAROLINA

©2025 WJKHD  
 PLAN IS CONCEPTUAL IN NATURE  
 AND IS SUBJECT TO CHANGE.  
 THIS SHEET TO SCALE AS SHOWN



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## TOWN OF HILTON HEAD ISLAND

### *Staff Report Memo*

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**TO:** Planning Commission  
**FROM:** Michael Connolly, *Senior Planner*  
**VIA:** Trey Lowe, *Development Services Program Manager*  
**CC:** Shawn Leininger, *Deputy Town Manager, Interim LMO Official*  
**DATE:** September 17, 2025  
**SUBJECT:** Axis Engineering Consultants is proposing the development of an Aldi grocery store at Sea Turtle Marketplace. The subject property is located at 80 Mathews Drive, is zoned CC (Community Commercial), is within the Airport and Corridor Overlays and has the Property Identification Number of R511 008 000 0156 0000.

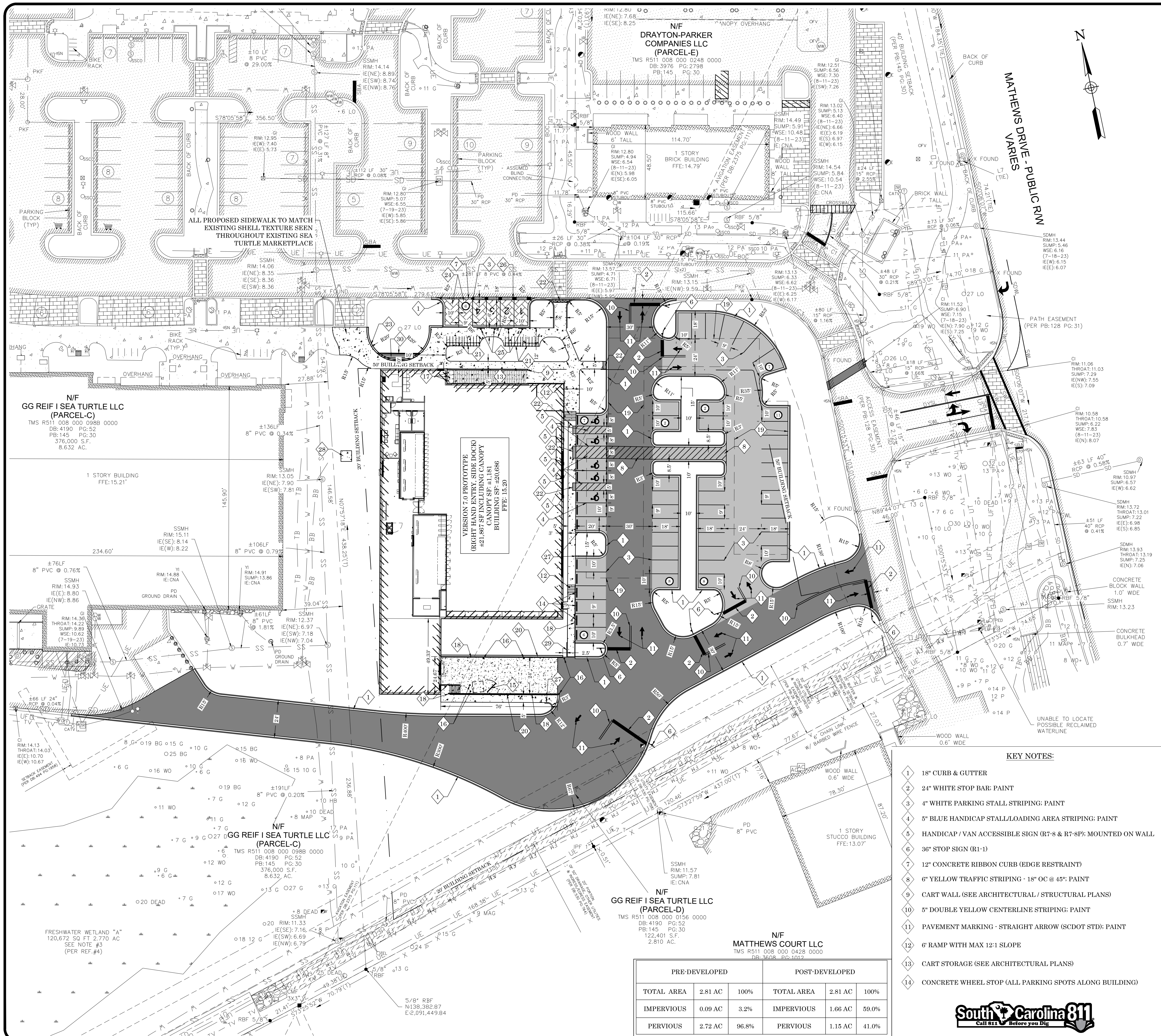
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Town Staff continuously looks for ways to improve its processes. One recent change implemented by Staff for the Development Review Program is to require all Major Development Plan Review applications for new commercial development and Major Subdivision applications to be shared with the Planning Commission. The applications will be presented by Staff for information purposes only. This will provide a way for the Planning Commission and the general public to be made aware of all new developments being proposed on Hilton Head Island.

There is one new Major Development Plan Review application ready to be shared with the Planning Commission – DPR-001043-2025 – Aldi Grocery Store. Axis Engineering Consultants is proposing the development of an Aldi grocery store at Sea Turtle Marketplace. The subject property is located at 80 Mathews Drive, is zoned CC (Community Commercial), is within the Airport and Corridor Overlays and has the Property Identification Number of R511 008 000 0156 0000.

**Attachments:**

- A. DPR-001043-2025 - Site Plan
  - B. DPR-001043-2025 - Narrative
-



SITE INFORMATION	
PROJECT ADDRESS	80 MATTHEWS DRIVE, HILTON HEAD ISLAND, SOUTH CAROLINA 29926
PARCEL NUMBER	R511 008 000 0156 0000 (2.81 AC)
PARCEL ZONING	CC (COMMUNITY COMMERCIAL)
PROJECT AREA	±2.81 ACRES
BUILDING SETBACK	LANDSCAPE SETBACK
FRONT	50'
FRONT	N/A
SIDE	20'
SIDE	N/A
REAR	20'
REAR	N/A

**PARKING CALCULATIONS:**

REQUIRED MINIMUM PARKING STALLS:  
 ONE STALL PER 200 SF GFA  
 20,644 SF / 200 SF \* 1 STALL = 103.2 STALLS - 2 STALLS (REDUCED BY ONE STALL PER 10 BICYCLE STALLS) = 101.2 STALLS  
 101 STALLS REQUIRED

REQUIRED MINIMUM ELECTRICAL VEHICLE (EV) CHARGING STATIONS  
 ONE STATION PER SITE

REQUIRED MINIMUM BICYCLE STALLS  
 2 BICYCLE STALLS PER EVERY 10 VEHICLE STALLS  
 101 STALLS / 10 \* 2 STALLS = 20.2 STALLS  
 20 STALLS REQUIRED

PROVIDED PARKING STALLS:  
 46 STANDARD STALLS, 2 EV STALLS, 4 CURBSIDE PICK-UP STALLS, 5 HANDICAP STALLS, AND 44 EXISTING SHARED STALLS  
 101 STALLS TOTAL

PROVIDED ELECTRICAL VEHICLE (EV) CHARGING STATIONS  
 2 EV STALLS TOTAL

PROVIDED BICYCLE STALLS  
 4 BICYCLE RACKS: EACH WITH 5 STALLS  
 20 STALLS TOTAL

**GENERAL SITE NOTES:**

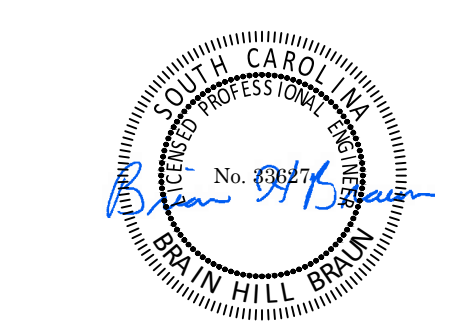
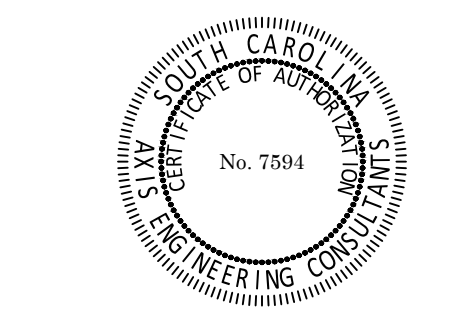
- HANDICAPPED PARKING AND ACCESSIBLE ROUTES SHALL MEET THE AMERICANS WITH DISABILITIES ACTS STANDARDS FOR ACCESSIBLE DESIGN - LATEST EDITION. SIDEWALKS SHALL NOT EXCEED 5% MAXIMUM LONGITUDINAL SLOPE AND 2% MAXIMUM CROSS SLOPE. ACCESSIBLE PARKING STALLS SHALL NOT EXCEED 2% MAXIMUM SLOPE IN ALL DIRECTIONS. ACCESSIBLE RAMPS SHALL NOT EXCEED 12H:1V GRADE.
- ALL SIGNS AND STRIPING SHALL CONFIRM TO THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) - LATEST EDITION AND/OR DEPARTMENT OF TRANSPORTATION STANDARDS AND SPECIFICATIONS.
- ALL DIMENSIONS ARE MEASURED TO THE FACE OF CURB (WHEN PRESENT), EDGE OF ASPHALT AND/OR EDGE OF BUILDING.
- HORIZONTAL DATA SHOWN HEREON IS BASED ON NAD83 SOUTH CAROLINA STATE PLANES, US FOOT. VERTICAL DATA SHOWN HEREON IS BASED ON NAVD 88(12B).

REVISIONS		
NO.	DATE	DESCRIPTION
1	2/11/2025	REV PER TOWN OF HILTON HEAD
2	4/25/2025	REV PER TOWN OF HILTON HEAD
3	7/21/2025	REV PER TOWN OF HILTON HEAD
4	-	-
5	-	-
6	-	-
7	-	-
8	-	-
9	-	-
10	-	-

HATCH LEGEND:	
	STANDARD DUTY ASPHALT PAVEMENT
	HEAVY DUTY ASPHALT PAVEMENT
	PERVIOUS PAVERS (MATCH EXISTING)
	EXISTING DIRT ROAD
	EXISTING BRICK PAVERS
	WETLAND AREA
	CONCRETE SIDEWALK (MATCH EXISTING DEVELOPMENT)
	HEAVY DUTY CONCRETE PAVEMENT
	EXISTING CONCRETE
	EXISTING ASPHALT PAVEMENT
	EXISTING GRAVEL

- KEY NOTES:**
- 18" CURB & GUTTER
  - 24" WHITE STOP BAR: PAINT
  - 4" WHITE PARKING STALL STRIPING: PAINT
  - 5" BLUE HANDICAP STALL/LOADING AREA STRIPING: PAINT
  - HANDICAP / VAN ACCESSIBLE SIGN (R7-8 & R7-8P): MOUNTED ON WALL
  - 36" STOP SIGN (R1-1)
  - 12" CONCRETE RIBBON CURB (EDGE RESTRAINT)
  - 6" YELLOW TRAFFIC STRIPING - 18" OC @ 45°: PAINT
  - CART WALL (SEE ARCHITECTURAL / STRUCTURAL PLANS)
  - 5" DOUBLE YELLOW CENTERLINE STRIPING: PAINT
  - PAVEMENT MARKING - STRAIGHT ARROW (SCDOT STD): PAINT
  - 6" RAMP WITH MAX 12:1 SLOPE
  - CART STORAGE (SEE ARCHITECTURAL PLANS)
  - CONCRETE WHEEL STOP (ALL PARKING SPOTS ALONG BUILDING)
  - DUMPSTER GATE (SEE ARCHITECTURAL PLANS)
  - 10" CONCRETE BOLLARD (SEE ARCHITECTURAL / STRUCTURAL PLANS)
  - 3" STEEL PIPE POST (SEE ARCHITECTURAL / STRUCTURAL PLANS)
  - PIPE GUARDRAIL AND HANDRAIL (SEE ARCHITECTURAL PLANS)
  - UNDERGROUND DETENTION BED LIMITS
  - LOADING DOCK WALL (SEE ARCHITECTURAL / STRUCTURAL PLANS)
  - BICYCLE RACK (MINIMUM 5 BICYCLES PER RACK)
  - TACTILE PAVING (2" MIN)
  - 3" TALL MODULAR RETAINING WALL (±75 LF): SEE DETAIL SHEET
  - ELECTRICAL VEHICLE (EV) PARKING STALL WITH CHARGING STATION
  - 12" x 30" CURBSIDE PICK-UP PARKING SIGN (SEE DETAIL SHEET)
  - CURBSIDE PICK-UP PARKING PAVEMENT MARKINGS (60" WHITE NUMBERS AND 24" BLUE STRIP WITH 12" LETTERS: SEE DETAIL SHEET)
  - 2" CURB TAPER
  - CONCRETE TRANSFORMER PAD (SEE MEP PLANS)
  - 6" HEADER CURB
  - RAISED WALKING PLATFORM (SEE LANDSCAPE PLAN)

	PRE-DEVELOPED		POST-DEVELOPED	
	TOTAL AREA	PERCENT	TOTAL AREA	PERCENT
TOTAL AREA	2.81 AC	100%	2.81 AC	100%
IMPERVIOUS	0.09 AC	3.2%	1.66 AC	59.0%
PERVIOUS	2.72 AC	96.8%	1.15 AC	41.0%

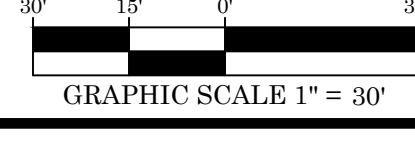


AEC PROJECT NUMBER  
25-25029

DATE OF PLANS  
7/19/2024

**ALDI AT HILTON HEAD ISLAND**  
 ALDI, INC.  
**SITE PLAN**

HILTON HEAD ISLAND,  
 BEAUFORT COUNTY, SOUTH  
 CAROLINA



**SHEET**  
 C4.0 OF 31



February 13, 2025

Town of Hilton Head  
Community Development Department  
1 Town Center Court  
Hilton Head Island, SC 29928  
CDIC@hiltonheadislandsc.gov

**RE: ALDI, Inc. – Sea Turtle Marketplace**  
*Parcel # R511 008 000 016 0000 – Intersection of US HWY 278 & Mathews Drive  
Hilton Head, Beaufort County, South Carolina*

Dear Town of Hilton Head,

We are proposing the construction of an ALDI, Inc. store at the Sea Turtle Marketplace, located off William Hilton Parkway (US HWY 278). This project includes the development of a 20,664 square-foot commercial building, new utility infrastructure, parking lot installation, pedestrian access, a Stormwater Management Plan, and landscaping.

The site is situated within the Airport Overlay District, near the edge of the Runway Protection Zone, Zone A. To ensure compliance, we engaged the Federal Aviation Administration (FAA) for a report and investigation regarding the feasibility of construction in this area, and we also consulted with local airport director Jon Rembold. Based on the local airport review, we meet all requirements, with the exception of the Land Use portion under the CLUE tool analysis. While we understand the position of the local airport review, the Greenberg Gibbons team and ALDI are aware that the Town code does not consider this review as final, as it is just one aspect of the overall approval process.

Additionally, we have received FAA confirmation that the project poses no hazard to air navigation. The FAA's determination letter is included in the submittal documents for your review.

If you have any questions, please contact our office at 1-800-416-8136 or via email at [aespermit@aesllc.us](mailto:aespermit@aesllc.us).

Sincerely,  
Advanced Engineering Services, LLC

B. Matthew Inman, PE  
Associate Vice President



## TOWN OF HILTON HEAD ISLAND

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### *Staff Report Memo*

**TO:** Planning Commission  
**FROM:** Michael Connolly, *Senior Planner*  
**VIA:** Trey Lowe, *Development Services Program Manager*  
**CC:** Shawn Leininger, *Deputy Town Manager, Interim LMO Official*  
**DATE:** September 17, 2025  
**SUBJECT:** Casey Warfield of Kimley Horn, is proposing the redevelopment of a grocery store at 70 Pope Ave. The subject properties are zoned Coligny Resort (CR) District and are located within the Corridor Overlay. The subject parcels are identified on Beaufort County Tax Map 18 as R553 018 000 0268 0000 and R553 018 000 0269 0000.

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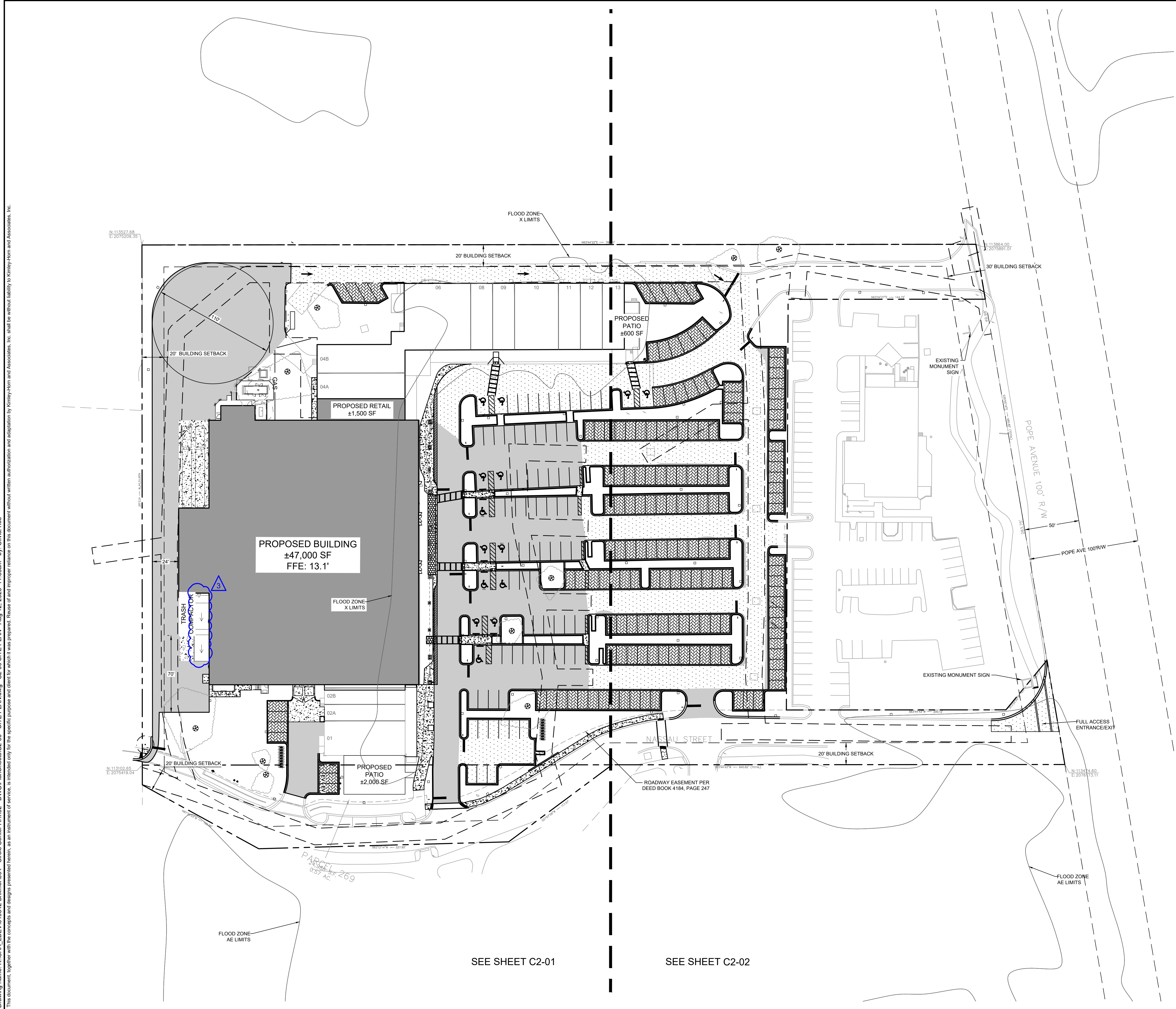
Town Staff continuously looks for ways to improve its processes. One recent change implemented by Staff for the Development Review Program is to require all Major Development Plan Review applications for new commercial development and Major Subdivision applications to be shared with the Planning Commission. The applications will be presented by Staff for information purposes only. This will provide a way for the Planning Commission and the general public to be made aware of all new developments being proposed on Hilton Head Island.

There is one new Major Development Plan Review application ready to be shared with the Planning Commission – DPR-000104-2025 - 70 Pope Ave., a redevelopment of a grocery store. The subject properties are zoned CR District and are located within the Corridor Overlay, and are identified on Beaufort County Tax Map 18 as R553 018 000 0268 0000 and R553 018 000 0269 0000.

**Attachments:**

- A. DPR-000104-2025 - Site Plan
- B. DPR-000104-2025 - Narrative

Drawing name: K:\CHA\_LDEV\019842\Brimmer\004 - Circle Center HHI02 - DWG\PlanSheets\C2-00 - SITE PLAN.dwg C2-00 SITE PLAN Aug 12, 2025 11:39am By: Olivia Tice  
 This document, together with the concepts and designs presented herein, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



### DEVELOPMENT SUMMARY:

<b>SITE SUMMARY:</b>	
ZONING:	CR (COLIGNY RESORT)
OVERLAY ZONING DISTRICT:	COR (CORRIDOR OVERLAY DISTRICT)
LAND USE:	SHOPPING CENTER
FLOOD ZONES:	X, X-SHADED, AE
MAX DENSITY:	N/A
GROSS SITE AREA:	7.48 ACRES
NET SITE AREA:	7.48 ACRES
MAX IMPERVIOUS COVER:	N/A
CURRENT IMPERVIOUS AREA:	5.77 ACRES
PROPOSED IMPERVIOUS AREA:	5.54 ACRES (74%)
PERVIOUS AREA:	1.94 ACRES (26%)
TOTAL DISTURBED AREA:	4.5 ACRES
<b>BUILDING SETBACK:</b>	
FRONT:	30 FT
SIDE (NASSAU ST):	20 FT
SIDE (NORTH):	20 FT
BACK:	20 FT
MAX BUILDING HEIGHT:	30 FT ALONG ADJACENT STREET SETBACK, 60 FT ONCE SETBACK ANGLE ATTAINED
<b>PROPOSED BUILDING HEIGHT:</b> 30'-0"	
*THE 30' SETBACK ALONG POPE AVE IS SHOWN, BUT IS NOT APPLICABLE DUE TO PARCEL SHAPE. THE 20' SETBACK ALONG NASSAU STREET IS SHOWN, BUT IS NOT APPLICABLE DUE TO NASSAU STREET BEING WITHIN A ROADWAY EASEMENT.	
<b>PROPOSED LAND USES &amp; DENSITIES:</b>	
EXISTING GROCERY STORE:	44,993 SF
PROPOSED GROCERY STORE:	47,000 SF
PROPOSED RETAIL:	1,500 SF
EXISTING SHOPPING CENTER TO REMAIN:	20,500 SF
<b>TOTAL:</b>	<b>69,000 SF</b>
<b>PARKING SUMMARY:</b>	
<b>EXISTING PARKING TOTAL:</b> 259 SPACES (TOTAL)	
STANDARD (9'X18')	173 SPACES
COMPACT	78 SPACES
PERVIOUS	0 SPACES
ADA	8 SPACES
<b>REQUIRED PARKING RATIO PER HHI:</b>	
SHOPPING CENTER (1 SPACE/500 GFA):	44 SPACES
GROCERY STORE (1 SPACE/250 SF):	188 SPACES
TOTAL REQUIRED PARKING:	232 SPACES
MAXIMUM ALLOWABLE PARKING (105%):	244 SPACES
<b>PROPOSED PARKING TOTAL:</b> 251 SPACES (TOTAL)	
STANDARD (9.5' X 18')	74 SPACES
PERVIOUS (9.5' X 18')	133 SPACES
PERVIOUS COMPACT	28 SPACES
PERVIOUS ELECTRIC VEHICLE CHARGING	2 SPACES
ADA	10 SPACES
VAN ADA	4 SPACES
<b>BICYCLE PARKING SUMMARY:</b>	
EXISTING BICYCLE PARKING:	18 SPACES (TOTAL)
REQUIRED BICYCLE PARKING:	61 SPACES (TOTAL)
PROPOSED BICYCLE PARKING:	32 SPACES (TOTAL)
*SUBSTITUTION OF NONCONFORMITIES (SUBC-0001159-2025) APPROVED ON FEBRUARY 12, 2025	

- ### SITE NOTES:
- THE PROPOSED BUILDING INFORMATION SHOWN HEREON IS FROM AN ELECTRONIC FILE PROVIDED BY HISCUIT & ASSOCIATES ARCHITECTURE, DATED 08/01/2024 AND IS FOR ILLUSTRATIVE PURPOSES ONLY. CONTRACTOR SHALL REFERENCE ARCHITECTURAL PLANS FOR EXACT BUILDING INFORMATION.
  - EXISTING CONDITIONS SHOWN HEREON ARE FROM A SURVEY FILE PROVIDED BY NANNINA INC. d.b.a. SEA ISLAND LAND SURVEY, INC., DATED 05/08/2024.
  - ALL DIMENSIONS ARE FROM FACE OF CURB TO FACE OF CURB UNLESS OTHERWISE NOTED.
  - SIDEWALK INSTALLED AGAINST BACK OF CURB SHALL BE INSTALLED PER THE PLAN AS MEASURED FROM THE BACK OF CURB.
  - ALL SIGNAGE AND STRIPING MUST MEET THE LATEST REQUIREMENTS SET FORTH BY MUTCD, SCDOT, AND SOUTH CAROLINA STATE CODE.
  - REFERENCE LANDSCAPE PLANS FOR ALL HARDSCAPE AND LANDSCAPE DETAILS AND SPECIFICATIONS.
  - EV STALLS PROVIDED ARE TO BE ADA COMPLIANT AND SHOULD HAVE SIGN STATING THEY ARE FOR ACTIVE EV CHARGING ONLY.
  - PROPOSED LOCATION OF STORAGE TANK(S) AT THE SUBJECT SITE ARE NOT WITHIN 500 FEET OF ANY EXISTING COMMUNITY WATER SUPPLY WELL, NOT WITHIN 500 FEET OF ANY NON-TRANSIENT, NON-COMMUNITY WATER SUPPLY WELL, AND NOT WITHIN 100 FEET OF ANY OTHER EXISTING POTABLE WATER SUPPLY WELL.
  - PAINT STRIPING IN ALL PARKING LOT AND PAVEMENT AREAS SHOULD BE CONSTRUCTED WITH A PAINT PRODUCT THAT PROVIDES A HIGH SLIP-RESISTANT FINISH AND PREVENTS INDIVIDUALS FROM SLIPPING WHEN STEPPING ON THE STRIPING IN BOTH WET AND DRY CONDITIONS.
  - TEMPORARY WORK ZONE TRAFFIC CONTROL DEVICES EMPLOYED ARE TO BE COMPLIANT WITH THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.

REVISIONS	NO	DATE	BY
3	REVISED PER TOWN OF HILTON HEAD DPR COMMENTS	08/12/2025	KHA
2	REVISED PER TOWN OF HILTON HEAD DPR COMMENTS	07/08/2025	KHA
1	REVISED PER TOWN OF HILTON HEAD DPR COMMENTS	04/30/2025	KHA
0	ISSUED FOR DPR REVIEW	01/23/2025	KHA

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 1080 MORRISON DRIVE, SUITE 240  
 CHARLESTON, SOUTH CAROLINA 29403  
 PHONE (843) 737-6390  
 WWW.KIMLEY-HORN.COM

SCALE:	AS SHOWN
DRAWN BY:	OGT
DESIGNED BY:	OGT
CHECKED BY:	CW

CLIENT: BRE RETAIL RESIDUAL CIRCLE CENTER OWNERS LLC  
 1003 HOLCOMB WOODS PARKWAY, ROSWELL, GA 30076  
 PHONE: (770) 360-8429

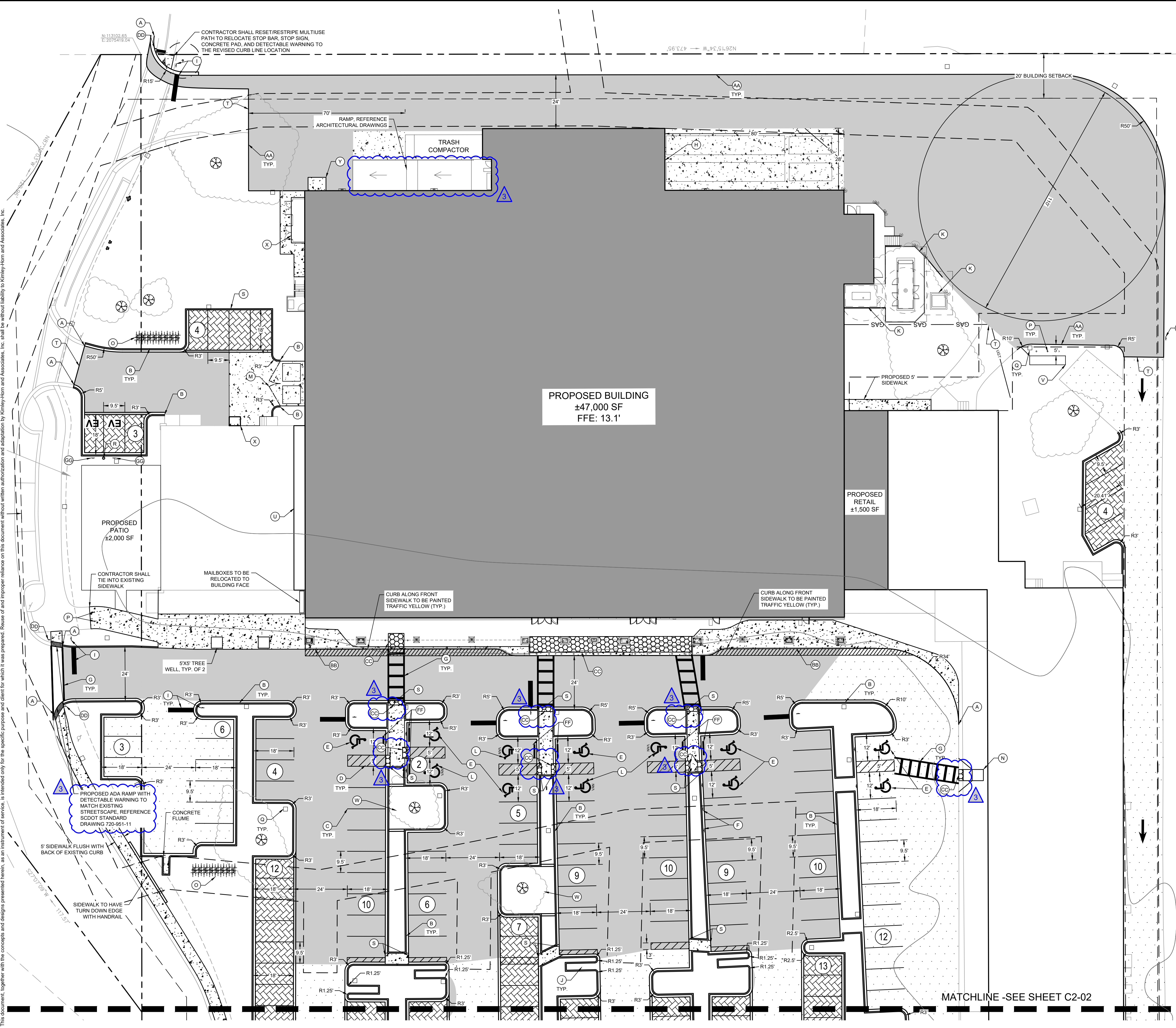
PROJECT: CIRCLE CENTER HHI REDEVELOPMENT  
 70 POPE AVENUE, HILTON HEAD ISLAND, SC 29928

TITLE: SITE PLAN - OVERALL

DATE: 01/23/2025  
 PROJECT NO.: 019842004  
 SHEET NUMBER: C2-00

Drawing name: K:\CHA\_LDEV\019842 Broom\004 - Circle Center HHI02 - DWG\PlanSheets\C2-00 - SITE PLAN.dwg C2-01 SITE PLAN - WEST Aug 12, 2025 11:39am by: Olivia.Tice

This document together with the concepts and designs presented herein, is an instrument of service, is intended only for the specific purpose and client for which it was prepared. Results of and improper reliance on this document without authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



### SITE PLAN LEGEND:

- PROPERTY LINE
- BUILDING SETBACK LINE
- [Pattern] MILL AND OVERLAY EXISTING PAVEMENT
- [Pattern] HEAVY DUTY ASPHALT PAVEMENT
- [Pattern] HEAVY DUTY CONCRETE PAVEMENT
- [Pattern] PERVIOUS PAVERS
- [Pattern] EXPOSED AGGREGATE DETECTABLE WARNING
- (10) PARKING COUNT

### SITE KEYNOTE LEGEND:

- (A) PROPOSED TIE INTO EXISTING CURB
- (B) PROPOSED 6" STANDARD CURB AND GUTTER
- (C) PARKING LOT STRIPING, 4" SOLID WHITE STRIPE
- (D) 4" SOLID WHITE STRIPING, 2'-0" O.C. @ 45°
- (E) ACCESSIBLE ADA PARKING STALL WITH ACCESSIBLE PARKING SYMBOL AND SIGN
- (F) CURBSIDE PICKUP SPACE SIGN
- (G) PROPOSED CROSSWALK
- (H) RECESSED TRUCK DOCK, REFERENCE ARCH PLANS FOR DETAILS
- (I) PROPOSED STOP BAR AND SIGN
- (J) PROPOSED CART CORRAL
- (K) PROPOSED UTILITY EQUIPMENT PADS, REFERENCE ARCHITECTURAL PLANS BY OTHERS
- (L) ACCESSIBLE ADA VAN PARKING STALL WITH ACCESSIBLE VAN PARKING SYMBOL AND SIGN
- (M) PROPOSED DUMPSTER ENCLOSURE
- (N) PROPOSED ADA RAMP, REFERENCE DETAILS
- (O) PROPOSED BIKE RACKS
- (P) PROPOSED BOLLARDS
- (Q) PROPOSED LIGHT POLE (SEE LIGHTING PLAN FOR DETAILS)
- (R) PROPOSED EV CHARGING PEDESTAL, REFERENCE ELECTRICAL PLANS BY OTHERS
- (S) PROPOSED FLUSH CURB
- (T) EXTENTS OF ASPHALT PAVEMENT REPLACEMENT
- (U) PROPOSED COVERED MAINTENANCE CORRIDOR, REFERENCE ARCHITECTURAL PLANS
- (V) 2,000 GALLON ABOVE GROUND PROPANE TANK
- (W) PROPOSED TREE WELL WITH WALLS, REFERENCE GRADING PLAN
- (X) PROPOSED FIRE RISER ROOM
- (Y) GREASE WASTE BARREL PAD
- (Z) PROPOSED ROLLED CURB
- (AA) PROPOSED EDGE OF PAVEMENT, NO PROPOSED CURB AND GUTTER
- (BB) PROPOSED 6" STANDARD CURB
- (CC) RETURN CURB RAMP DETECTABLE WARNING (SEE SHEET C6-20 FOR DETAIL)
- (DD) PROPOSED PEDESTRIAN STOP SIGN
- (EE) PROPOSED ONE WAY SIGN
- (FF) PROPOSED CONCRETE WHEEL STOPS
- (GG) PROPOSED R7-113 "NO PARKING EXCEPT WHILE CHARGING SIGN" (SEE SHEET C6-01)

PROJECT:	CIRCLE CENTER HHI REDEVELOPMENT
TITLE:	SITE PLAN - WEST
DATE:	01/23/2025
PROJECT NO.:	019842004
SHEET NUMBER:	C2-01

CLIENT:	BRE RETAIL RESIDUAL CIRCLE CENTER OWNERS LLC 1003 HOLCOMB WOODS PARKWAY, ROSWELL, GA 30076 PHONE: (770) 360-8429
SCALE:	AS SHOWN
DRAWN BY:	OGT
DESIGNED BY:	OGT
CHECKED BY:	CW

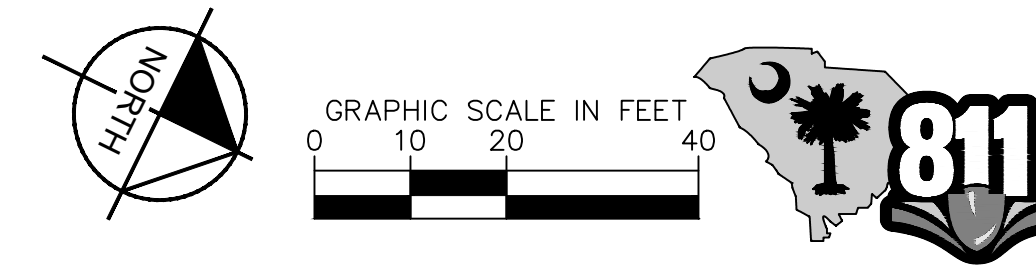
  

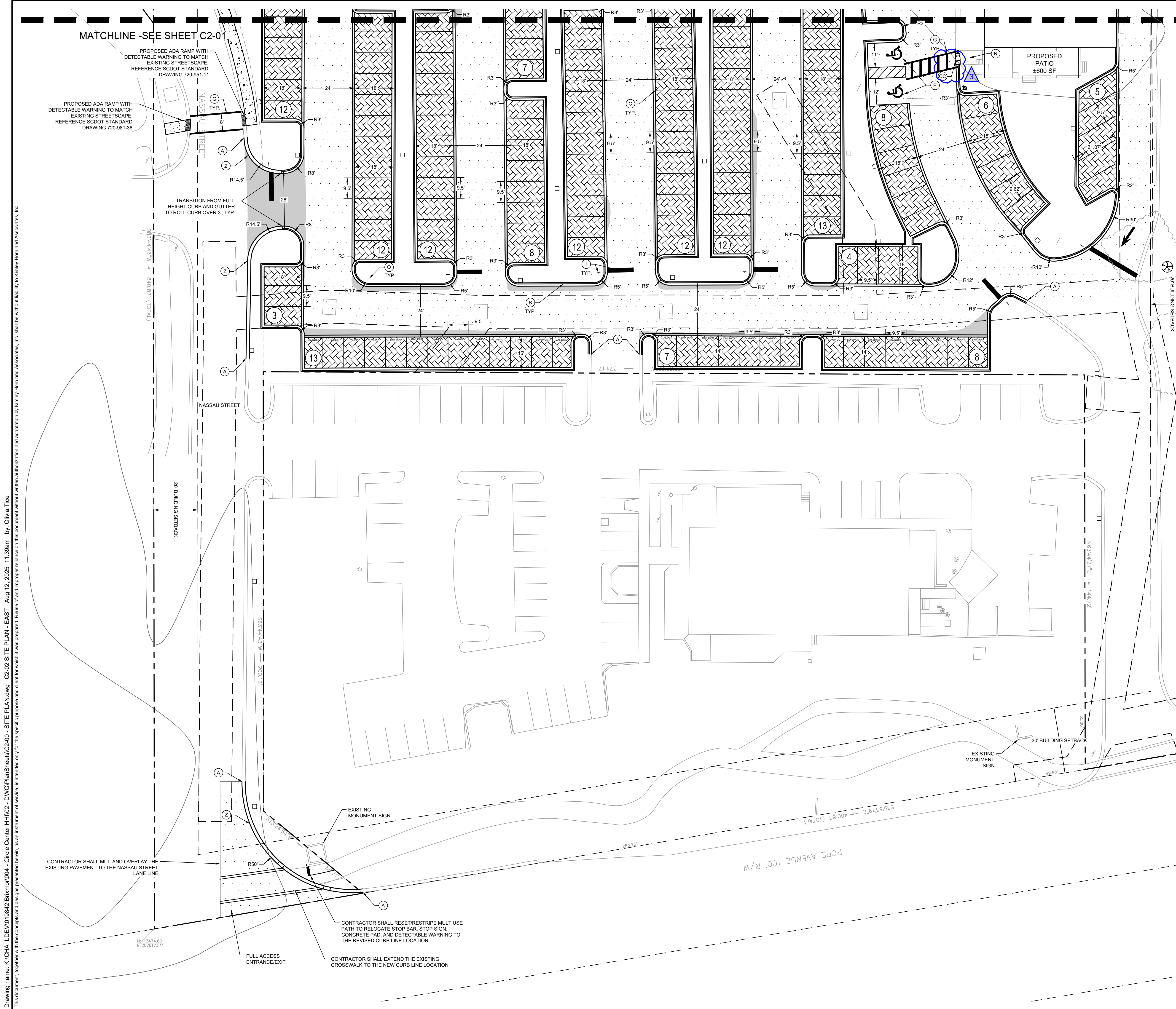
REVISED PER TOWN OF HILTON HEAD DPR COMMENTS	08/12/2025	KHA
REVISED PER TOWN OF HILTON HEAD DPR COMMENTS	07/08/2025	KHA
REVISED PER TOWN OF HILTON HEAD DPR COMMENTS	04/30/2025	KHA
ISSUED FOR DPR REVIEW	01/23/2025	KHA

**Kimley-Horn**  
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 CHARLESTON, SOUTH CAROLINA 29403  
 PHONE (843) 737-6390  
 WWW.KIMLEY-HORN.COM

**Professional Engineer Seal:**  
 SOUTH CAROLINA PROFESSIONAL ENGINEER  
 No. 33735  
 CASEY WARREN  
 09-12-25





**SITE PLAN LEGEND:**

- PROPERTY LINE
- BUILDING SETBACK LINE
- [Pattern] MILL AND OVERLAY EXISTING PAVEMENT
- [Pattern] HEAVY DUTY ASPHALT PAVEMENT
- [Pattern] HEAVY DUTY CONCRETE PAVEMENT
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**SOUTH CAROLINA PROFESSIONAL ENGINEER**  
 KIMLEY-HORN AND ASSOCIATES, INC.  
 No. C00166  
 09-12-25

**SOUTH CAROLINA PROFESSIONAL ENGINEER**  
 No. 33735  
 M. CASEY WARREN  
 09-12-25

SCALE: AS SHOWN  
 DRAWN BY: OGT  
 DESIGNED BY: OGT  
 CHECKED BY: CW

CLIENT:  
 BRE RETAIL RESIDUAL CIRCLE  
 CENTER OWNERS LLC  
 1003 HOLCOMB WOODS PARKWAY,  
 ROSWELL, GA 30076  
 PHONE: (770) 360-8429

PROJECT: **CIRCLE CENTER HHI REDEVELOPMENT**  
 70 POPE AVENUE, HILTON HEAD ISLAND, SC 29928

TITLE: **SITE PLAN - EAST**

DATE: 01/23/2025  
 PROJECT NO.: 019842004  
 SHEET NUMBER: **C2-02**

Drawing name: K:\CHA\_LDEV\019842 Bremer\004 - Circle Center HHI\02 - DWG\PlanSheets\C2-00 - SITE PLAN.dwg C2-02 SITE PLAN - EAST Aug 12, 2025 11:39am by: Olivia.Tice  
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## MEMORANDUM

To: Town of Hilton Head Community Development Department  
One Town Center Court, Hilton Head Island, SC 29928

From: Casey Warfield  
Kimley-Horn and Associates, Inc.

Date: 08/28/2025

Subject: Circle Center – Planning Commission Narrative

---

### **Planning Commission Narrative:**

Kimley-Horn & Associates Inc. is submitting the following Project Narrative on behalf of BRE Retail Residual Circle Center Owners LLC (Owner/Developer), for a proposed commercial redevelopment on approximately 7.5 acres. The project site, including the parcels with tax map numbers R553-018-000-0268 and R553-018-000-0269-0000, is zoned Coligny Resort within the jurisdiction of the Town of Hilton Head, Beaufort County. The commercial shopping center is located along Pope Avenue and Nassau Street. The existing developed shopping center contains 13 separate units and 259 parking spaces. This is not a multi-phase project. A pre-application meeting was held on March 4, 2024 (PAPP-000252-2024), a Substitution of Nonconformities for the site was issued on February 12, 2025, and final DRB approval was provided on August 26, 2025.

The proposed redevelopment of the Circle Center shopping center consists of upgrades to the existing center façade, replacement and expansion of the existing grocery store, and associated parking and utility infrastructure improvements. The parking improvements within the front parking area are intended to update the existing parking spaces and drive aisle widths in order to be better aligned with best practices for the grocery store customer needs. The proposed 1-story (with mezzanine) ±47,000 sf grocer and ±1,500 sf retail result in an increase of ±3,507 sf of building area. The proposed improvements approximately decrease impervious area by ±0.2 acre.

The Owner accepts and retains maintenance responsibility of all proposed improvements on site.

Very truly yours;

Kimley-Horn and Associates, Inc.



Casey Warfield, P.E.

[Casey.Warfield@kimley-horn.com](mailto:Casey.Warfield@kimley-horn.com)



## TOWN OF HILTON HEAD ISLAND

---

### Staff Report Memo

**TO:** Planning Commission  
**FROM:** Brian Eber, *Principal Planner*  
**VIA:** Trey Lowe, *Development Services Program Manager*  
**CC:** Shawn Leininger, *Deputy Town Manager, Interim LMO Official*  
**DATE:** September 17, 2025  
**SUBJECT:** James Atkins of Court Atkins Group is proposing the redevelopment of 2 Tanglewood for Multifamily use. The subject property is identified as Beaufort County Tax Map Parcel R553 018 000 0330 0000.

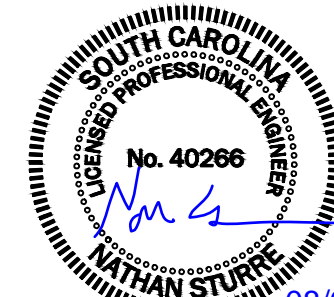
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Town Staff continuously looks for ways to improve its processes. One recent change implemented by Staff for the Development Review Program is to require all Major Development Plan Review applications for new commercial development and Major Subdivision applications to be shared with the Planning Commission. The applications will be presented by Staff for information purposes only. This will provide a way for the Planning Commission and the general public to be made aware of all new developments being proposed on Hilton Head Island.

There is one new Major Development Plan Review application ready to be shared with the Planning Commission – DPR-000518-2025 - 2 Tanglewood., a redevelopment of a hotel commissary building into a 20-unit Multifamily structure. The subject property is zoned Resort Development (RD) District and is located within the Corridor Overlay, and is identified on Beaufort County Tax Map 18 as R553 018 000 0330 0000.

**Attachments:**

- A. DPR-000518-2025 - Site Plans
- B. DPR-000518-2025 – Narrative



08/05/2025

ENGINEER OF RECORD

NATHAN STURRE, P.E.  
SC PE# 40266  
PO Box 2227  
Bluffton, SC 29910  
843.929.9432

SURVEYOR

PATRICK BOYLAN, PLS  
BOYLAN SURVEYING  
SC PLS#19010  
1446 AUDUBON DRIVE SE  
AIKEN, SC 29801  
803.480.4495

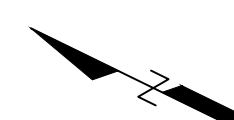
PREPARED FOR:

TANGLWOOD CAPITAL

PROJECT:

2 TANGLEWOOD DR  
R553-018-000-0230-0000

HORIZ. DATUM:  
STATE PLANE, NAD83  
VERT. DATUM: NAVD88



PLAN

HORIZONTAL SCALE 1" = 20'



REV #	DATE	DESCRIPTION

DATE 08/05/2025

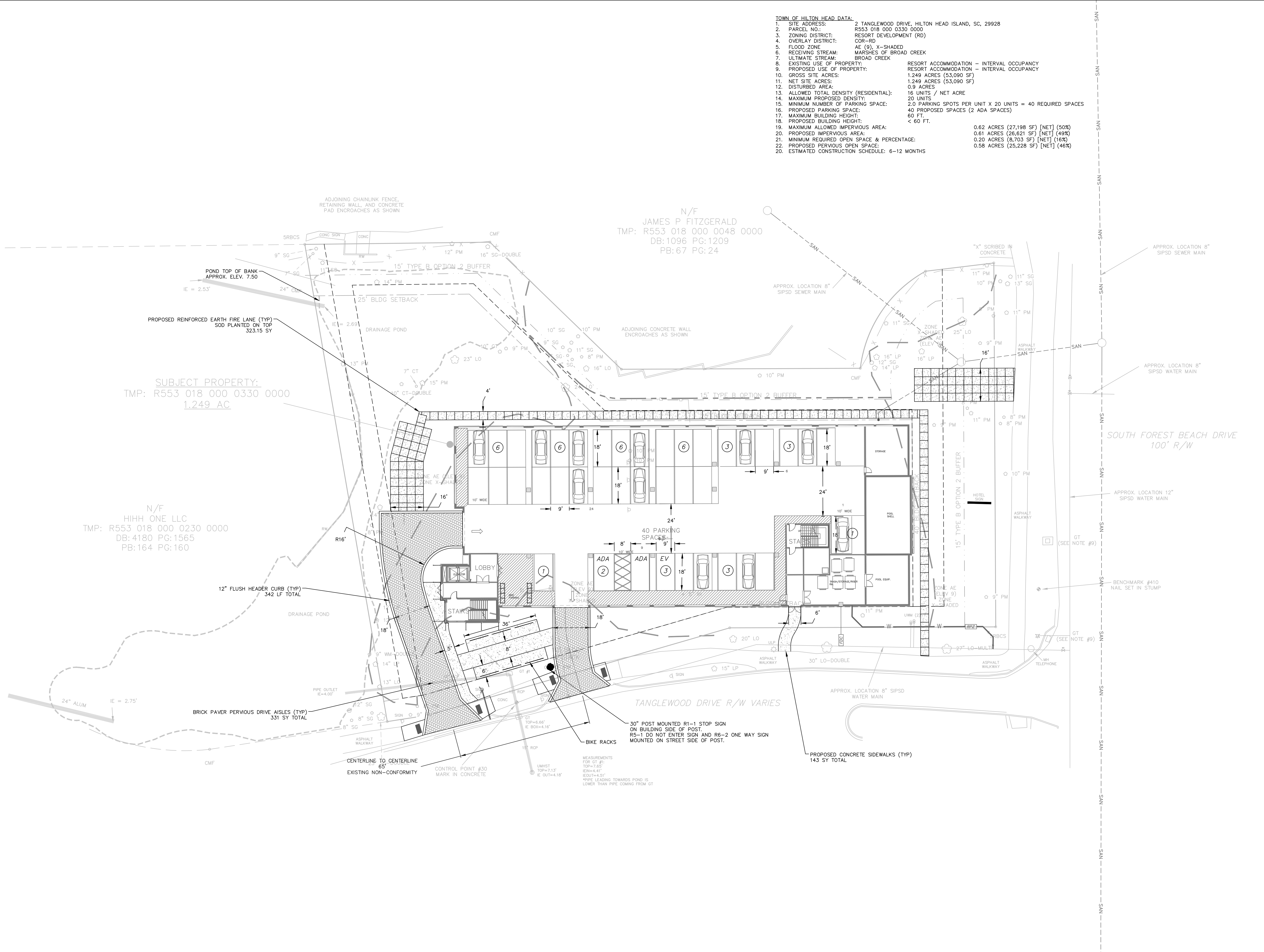
SHEET NAME

SITE IMPROVEMENT PLAN

SHEET NO.

C-8

- TOWN OF HILTON HEAD DATA:
1. SITE ADDRESS: 2 TANGLEWOOD DRIVE, HILTON HEAD ISLAND, SC, 29928
  2. PARCEL NO.: R553 018 000 0330 0000
  3. ZONING DISTRICT: RESORT DEVELOPMENT (RD)
  4. OVERLAY DISTRICT: CDR-RD
  5. FLOOD ZONE: AE (9), X-SHADED
  6. RECEIVING STREAM: MARSHES OF BROAD CREEK
  7. ULTIMATE STREAM: BROAD CREEK
  8. EXISTING USE OF PROPERTY: RESORT ACCOMMODATION - INTERVAL OCCUPANCY
  9. PROPOSED USE OF PROPERTY: RESORT ACCOMMODATION - INTERVAL OCCUPANCY
  10. GROSS SITE ACRES: 1.249 ACRES (53,090 SF)
  11. NET SITE ACRES: 1.249 ACRES (53,090 SF)
  12. DISTURBED AREA: 0.9 ACRES
  13. ALLOWED TOTAL DENSITY (RESIDENTIAL): 16 UNITS / NET ACRE
  14. MAXIMUM PROPOSED DENSITY: 20 UNITS
  15. MINIMUM NUMBER OF PARKING SPACE: 2.0 PARKING SPOTS PER UNIT X 20 UNITS = 40 REQUIRED SPACES
  16. PROPOSED PARKING SPACE: 40 PROPOSED SPACES (2 ADA SPACES)
  17. MAXIMUM BUILDING HEIGHT: 60 FT.
  18. PROPOSED BUILDING HEIGHT: < 60 FT.
  19. MAXIMUM ALLOWED IMPERVIOUS AREA: 0.62 ACRES (27,198 SF) [NET] (50%)
  20. PROPOSED IMPERVIOUS AREA: 0.61 ACRES (26,621 SF) [NET] (49%)
  21. MINIMUM REQUIRED OPEN SPACE & PERCENTAGE: 0.20 ACRES (8,703 SF) [NET] (16%)
  22. PROPOSED PERVIOUS OPEN SPACE: 0.58 ACRES (25,228 SF) [NET] (46%)
  23. ESTIMATED CONSTRUCTION SCHEDULE: 6-12 MONTHS



N/F  
JAMES P FITZGERALD  
TMP: R553 018 000 0048 0000  
DB:1096 PG:1209  
PB:67 PG:24

SUBJECT PROPERTY:  
TMP: R553 018 000 0330 0000  
1.249 AC

N/F  
HIHH ONE LLC  
TMP: R553 018 000 0230 0000  
DB:4180 PG:1565  
PB:164 PG:160

TANGLEWOOD DRIVE R/W VARIES

MEASUREMENTS FOR CT #1:  
TOP=7.65'  
EN=4.41'  
EQU=4.51'  
PIPE LEADING TOWARDS POND IS LOWER THAN PIPE COMING FROM CT

REV #	DATE	DESCRIPTION

## **DPR Narrative**

### **Project Name:**

Parcel: 2 Tanglewood

Location: 2 Tanglewood Drive  
Hilton Head Island, SC 29928

Parcel: R553 018 000 0330 0000

Owner: Tanglewood Capital  
2140 Vadalabene Drive  
Maryville, IL 62062  
Email – corey@crevocapital.com  
Cell – (618) 972-4334

### **Project Description:**

Tanglewood Capital is proposing the construction of a twenty (20) unit interval occupancy resort at 2 Tanglewood Drive. The property is in the Resort Development (RD) zoning district and COR-RD overlay district. The 1.25-acre lot currently houses a resort development, which will be demolished as part of this effort. The proposed improvements include the removal of the existing site improvements, including all structures, drive aisles, sidewalks, steps, patios, landings, air conditioning units, etc. Proposed improvements include the construction of the new 3-story resort development, parking, pervious paver drive aisles, concrete sidewalks, and associated infrastructure to accommodate the development.

The proposed project will disturb approximately 0.9 acres and will decrease the total impervious area of the lot from 41% to 39%, not including BMP areas or pervious roadways. Runoff from existing and proposed conditions discharges to an onsite detention pond which ultimately outfalls to Broad Creek through the Sea Pines canal system.

### **Site Description**

The site is generally bordered to the north by the Holiday Inn property on parcel R553 018 000 0230 0000, to the east by the Continental Club on parcel R553 018 000 004B 0000, to the south by the South Forest Beach Drive (State Road S-243), and to the west by Tanglewood Drive (Town owned road).

### **Zoning District:**

Resort Development (RD)

### **Overlay District:**

Corridor Overlay District – RD

**Wetlands:**

There are no jurisdictional or non-jurisdictional wetlands onsite.

**Protected Species**

The site is currently developed and there are no known protected species at the site.

**Proposed Structure**

The proposed three-story structure will house 20 interval occupancy units including four (4) 2-bedroom units, six (6) 3-bedroom units, and ten (10) 4-bedroom units. Below is a summary of the proposed unit count and square footages.

- 2 Bedroom – 4 units, 1,196 sf each
- 3-Bedroom – 6 units, 1,500 sf each
- 4-Bedroom – 10 units, 1,800 sf each

**Vehicle Access:**

The site is currently accessed through two existing curb cuts along Tanglewood Drive (Town owned road). The improved site will retain the two existing curb cuts. The northern curb cut will be a one-way access in, and the southern curb cut will be a one-way access out.

**Site Parking:**

The post-development site requires 30 parking spaces per LMO Section 16-3-105.L.2, interval occupancy. The site offers 44 spaces to accommodate proposed 3- and 4-bedroom units where more than 1.5 cars per unit are expected. 42 of the proposed spaces are located under the proposed structures, with the remaining 2 spaces located on the northern drive aisle in.

**Fire & Rescue Access:**

The fire department will have vehicular access around the structure through the new drive aisle and new gravel fire drive on the north side of the property. The fire department can access the remainder of the site from Tanglewood Drive.

**Grading & Stormwater Management:**

All runoff from the existing and proposed site is routed to an onsite detention basin on the north side of the property, which ultimately outfalls to Broad Creek through the Sea Pines canal system.

As the site reduces overall impervious area from the developed site and reduces the curve number from the site using brick-paver drive aisles, no additional water quantity or quality control measures are proposed. The proposed pervious drive aisles do provide approximately 1,216 cubic feet of additional retention volume upstream of the existing wet detention basin.

**Underground Utilities:**

Existing water and sewer connections will be utilized for the proposed structure. Water and sewer services for the site are provided through South Island PSD.

The site has ample availability of power and telecommunications.

**Trash Receptacles & Enclosures:**

A community dumpster is proposed near the entrance to the parking garage under the building.

**Maintenance Responsibilities**

The property will be retained by Tanglewood Capital who will be the responsible party for all site maintenance.

**Site Lighting**

Site lighting alternatives are currently being explored, and additional clarity will be provided as the project progresses through the DPR process. All proposed site lighting will conform to LMO standards.