



Town of Hilton Head Island

Planning Commission Meeting **Wednesday, February 18, 2026, 2:00 PM** **1 Town Center Court, Hilton Head Island, SC** **Benjamin M. Racusin Council Chambers**

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

- 1. Call to Order**
- 2. Pledge to the Flag**
- 3. Adoption of the Agenda**
- 4. Approval of the Minutes**
 - a. Regular Meeting Minutes of January 21, 2026.
- 5. Unfinished Business**
- 6. New Business**
 - a. PPR-000044-2026: Public Hearing request from Stephen Barnes, Senior Project Manager, Town of Hilton Head Island, on behalf of the Town, for an Application for Public Project Review for the property identified on Beaufort County Tax Map as Parcel R520 012 00C 0002 0000, also identified as Shelter Cove Community Park, located at 35 Shelter Cove Lane. The parcel is located within the Planned Development Mixed-Use District (PD-1) and Corridor Overlay districts. — Michael Connolly, Senior Planner
- 7. Public Comment - Non Agenda Items**
- 8. Commission Business**
- 9. Chairman's Report**
- 10. Staff Reports**
- 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, January 21, 2026, 2:00 PM Minutes

1. Call to Order

Chair Henz called the meeting to order at 2:00 p.m.

In attendance: Chair Henz, Vice-Chair Whaley, Commissioners Lobaugh, Hewitt, Turnbull, Redman, DuBois and Cordes.

2. Pledge to the Flag

3. Adoption of the Agenda

Commissioner Hewitt made a motion to adopt the agenda. Commissioner Redman seconded. The motion was passed unanimously. 9-0.

4. Approval of the Minutes

a. Regular Meeting Minutes of December 17, 2025.

Commissioner Hewitt made a motion to adopt the minutes of December 17, 2025. Commissioner DuBois seconded the motion. The motion passed unanimously, 9-0.

5. Unfinished Business

6. New Business

a. Request for Planning Commission Initiation of an Amendment to Title 16 of the Municipal Code, the Land Management Ordinance, to amend section 16-3-106 Holiday Homes Neighborhood Character Overlay District (HH-NC-O) to Modify and Add Regulations Pertaining to Setback, Buffers, Impervious Coverage, Floor Area Ration, and Parking.

Shea Farrar, Principal Planner, and Trey Lowe, Development Services Manger, presented the request for the initiation of an amendment to Title 16 of the Municipal Code, the Land Management Ordinance, to amend Section 16-3-106, Holiday Homes Neighborhood Character Overlay District. Chair Henz invited public comment regarding the item. Several citizens spoke to support the amendment and shared a printed presentation with the Board. Staff answered questions from the Board. Trey Lowe clarified next steps and a functional timeline for adoption of new amendments. Vice Chair Whaley made a motion to proceed with the initiation as presented. Commissioner Lobaugh seconded. The motion passed unanimously, 8-0.

7. Public Comment - Non Agenda Items

8. Commission Business

9. Chairman's Report

Chairman Henz shared that he had been appointed to represent the Commission on the Land Management Ordinance Task Force and asked that any questions or comments go to him.

Michelle Mealer, Community Planning Manager, introduced the new Town website and how to navigate to access the Land Management Ordinance Task Force meetings, materials, resources and presentations.

Shea Farrar provided an update on the District Planning Project.

10. Staff Reports

11. Adjournment

The meeting was adjourned at 2:51 p.m.

The full recording and a transcript of this meeting can be found on the Town's website at www.hiltonheadislandsc.gov



TOWN OF HILTON HEAD ISLAND COMMUNITY DEVELOPMENT DEPARTMENT

One Town Center Court, Hilton Head Island, SC 29928

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STAFF REPORT PUBLIC PROJECT REVIEW

Case #	Project Name	Public Hearing Date
PPR-000044-2026	Shelter Cove Community Park - Phase 2	February 18, 2026

Project Location	Applicant
35 Shelter Cove Lane Hilton Head Island, SC 29928 Parcel: R510 008 000 08D 0000	Stephen Barnes, Senior Project Manager Town of Hilton Head Island 1 Town Center Court Hilton Head Island, SC 29928

Application Summary

Application for a Public Project Review (PPR) by the Town of Hilton Head Island Planning Commission, to allow development of Phase 2 for Shelter Cove Community Park. This expansion will replace the current playground with a larger, inclusive play area within a secure, fenced perimeter. A new waterfront promenade will be installed to match the design of Phase 1. The project will also include 50 additional parking spaces, positioned to preserve several large live oaks. A new walking path will meander through the site, featuring benches, picnic tables, trellis swings, and an observation platform.

Staff Recommendation

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

Background

The Town of Hilton Head Island proposes to complete Phase 2 of the Shelter Cove Community Park, located at 35 Shelter Cove Lane (Parcel R510 008 000 08D 0000) along the Broad Creek waterfront. The project will enhance an established public park and community gathering space through replacement of the existing playground with a larger, inclusive play area within a fenced perimeter, construction of a new waterfront promenade matching Phase 1, and installation of new public amenities including walking paths, benches, picnic tables, trellis swings, and an observation platform. Approximately 50 additional parking spaces are proposed and have been sited to preserve mature live oak trees. All improvements are intended to strengthen the park's function as a safe, accessible, and high-quality public amenity serving residents and visitors.

A Public Project Review is required for the proposed improvements. Shelter Cove Community Park is an established public park located within the Shelter Cove Towne Centre area and functions as a

central venue for community events, concerts, and daily passive recreation. Existing amenities include a performance pavilion, event lawn, playground, picnic areas, public art, restroom facilities, pedestrian pathways, and a waterfront promenade that connects to the Shelter Cove Sculpture Trail.

As part of project coordination and community review, the Town's Capital Improvement Program (CIP) staff coordinated with the Shelter Cove Company Architectural Review Board (ARB) regarding the proposed Phase 2 improvements. The ARB reviewed the project at its December 16, 2025 meeting and approved the Phase 2 plans as submitted, with the following coordination items identified:

- Continued coordination with the Shelter Cove Company regarding construction timelines, start dates, and anticipated completion to ensure consistent community messaging.
- Obtaining any required permits, as applicable, prior to construction.
- Receipt of the required new construction compliance deposit prior to construction initiation.

These coordination measures are intended to ensure that Phase 2 of the Shelter Cove Community Park is implemented in a manner consistent with the established character of the Shelter Cove community, while enhancing public access, recreational opportunities, and waterfront engagement within an existing established public park which plays a vital role for the community.

Description of Project

The Town of Hilton Head Island is proposing Phase 2 of the Shelter Cove Community Park improvements at 35 Shelter Cove Lane. The project focuses on expanding and enhancing existing park amenities through the replacement of the current playground with a larger, inclusive play area enclosed within a secure perimeter. Additional improvements include construction of a waterfront promenade designed to be consistent with Phase 1, the addition of approximately 50 new parking spaces sited to preserve mature live oak trees, and installation of a new walking path that weaves through the existing oak canopy. Site amenities such as benches, picnic tables, trellis swings, and a scenic observation platform are also proposed to enhance visitor experience and waterfront access.

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 January 15, 2026.
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 specially called for that purpose by such body. The LMO Official scheduled the public hearing on the application for the February 18, 2026, 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 the February 18, 2026 public hearing was published in the Island Packet on February 1, 2026, 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 February 18, 2026 public hearing by first-class mail to such owner(s) of the land on January 28, 2026, which is 21 calendar days before the hearing date.

Conclusions of Law:

1. The application was submitted 34 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 February 18, 2026, 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 21 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 Facts:

The Comprehensive Plan speaks to the location, character, and extent of the proposed project.

- The Comprehensive Plan (*Our Plan: Hilton Head Island Comprehensive Plan 2020–2040*) identifies Parks & Recreation as a Core Value, emphasizing the provision of best-in-class recreation facilities that are accessible, inclusive, and responsive to community needs, while protecting natural and scenic resources. The Parks & Recreation Master Plan – Part 1 is an adopted appendix to the Comprehensive Plan and provides detailed system-wide recommendations.
- *Our Plan* includes policies that directly support reinvestment in and expansion of existing public parks, including enhancement of waterfront access, pedestrian connectivity, and recreation amenities in established activity centers served by existing infrastructure.
- The Infrastructure Core Value of *Our Plan* supports strategic investment in public facilities that meet or exceed community expectations and enhance public assets in locations served by existing transportation, parking, and pedestrian networks.
- The Parks & Recreation Master Plan – Part 1 includes the following goals that directly support the proposed improvements:
 - Goal 2: Provide best-in-class recreation facilities and programs in the Island’s public parks.
 - 2.1 Continue to provide high-quality park furnishings and amenities.
 - 2.2 Provide a variety of activities and amenities that respond to community needs

and contemporary recreation trends.

- Goal 5: Continue to improve and enhance the multi-use pathway network on the Island for recreation and transportation.
 - 5.1 Identify areas for improved access to public pathways and system expansions.
 - 5.2 Improve pedestrian and cyclist safety through pathway enhancements.

- The proposed project location at 35 Shelter Cove Lane is consistent with the Town's recreation system structure, as Shelter Cove Community Park is an established public park and community gathering space located along the Broad Creek waterfront within the Shelter Cove Towne Centre area. The site is already developed with park infrastructure and is surrounded by existing commercial, marina, and pedestrian amenities.
- The character of the project is consistent with recommendations in the Comprehensive Plan and the Parks & Recreation Master Plan – Part 1, as the improvements expand and enhance existing park amenities while preserving mature tree canopy and reinforcing Shelter Cove's role as a signature waterfront destination.
- The extent of improvements, including replacement of the playground with an inclusive play area, construction of a waterfront promenade, addition of pedestrian amenities, and carefully sited parking to preserve live oaks, aligns with Comprehensive Plan and Master Plan recommendations for phased park expansion, improved accessibility, and enhancement of iconic public spaces.

Conclusions of Law:

1. The Comprehensive Plan supports the location of the proposed project.
 - The project is located within an established public park and activity center that is already served by roads, parking, and pedestrian infrastructure.
 - The location advances the Comprehensive Plan's Parks & Recreation and Infrastructure Core Values by directing public investment to an existing, well-used community asset along the Broad Creek waterfront.
2. The Comprehensive Plan supports the character of the proposed project.
 - The project's design and amenities reflect the best-in-class recreation environment envisioned by the Comprehensive Plan and the Parks & Recreation Master Plan – Part 1, including inclusive play features, waterfront access, shaded pathways, and cohesive site furnishings integrated with the natural landscape.
3. The Comprehensive Plan supports the extent of the proposed project.
 - The scope and level of investment are proportionate to the park's role within the Town's recreation system and consistent with adopted planning policies.
 - The project enhances existing facilities, expands recreational opportunities, improves pedestrian connectivity, and preserves significant natural features without altering the fundamental character of the surrounding area.

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:

MC

Michael Connolly, AICP
Senior Planner

1/28/2026

DATE

REVIEWED BY:

TL

Trey Lowe
Development Services Program Manager

2/6/2026

DATE

APPROVED BY:

Zac Gordon

Zac Gordon, AICP
Director of Planning, LMO Official

2/09/2026

DATE

ATTACHMENTS:

- A) Applicant’s Narrative
- B) Vicinity Map
- C) Existing Conditions
- D) Proposed Changes



PUBLIC PROJECT REVIEW NARRATIVE

Shelter Cove Community Park Parcel Number: R510 008 000 008D 0000

The Town of Hilton Head Island is proposing the development of Phase 2 at Shelter Cove Community Park, located at 35 Shelter Cove Lane. This expansion will replace the current playground with a larger, inclusive play area within a secure, fenced perimeter. A new waterfront promenade will be installed to match the design from Phase 1.

The project also includes 50 additional parking spaces, which have been carefully positioned to preserve several large live oaks. A new walking path will meander through the site's mature oak canopy, featuring benches, picnic tables, trellis swings, and an observation platform where visitors can enjoy the scenic views and shade.

PROGRAM RECOMMENDATIONS:

- EXTEND WATERFRONT PROMENADE
- ADD PARKING
- EXPAND PLAYGROUND
- UTILIZE OAK CANOPY
- ICONIC TRAIL DESTINATION

MARSHES OF BROAD CREEK



SITE PHOTOS



SITE DETAILS



WOOD DECK AND BENCH



BOLLARD LIGHT



WATERFRONT PROMENADE



SIGNAGE



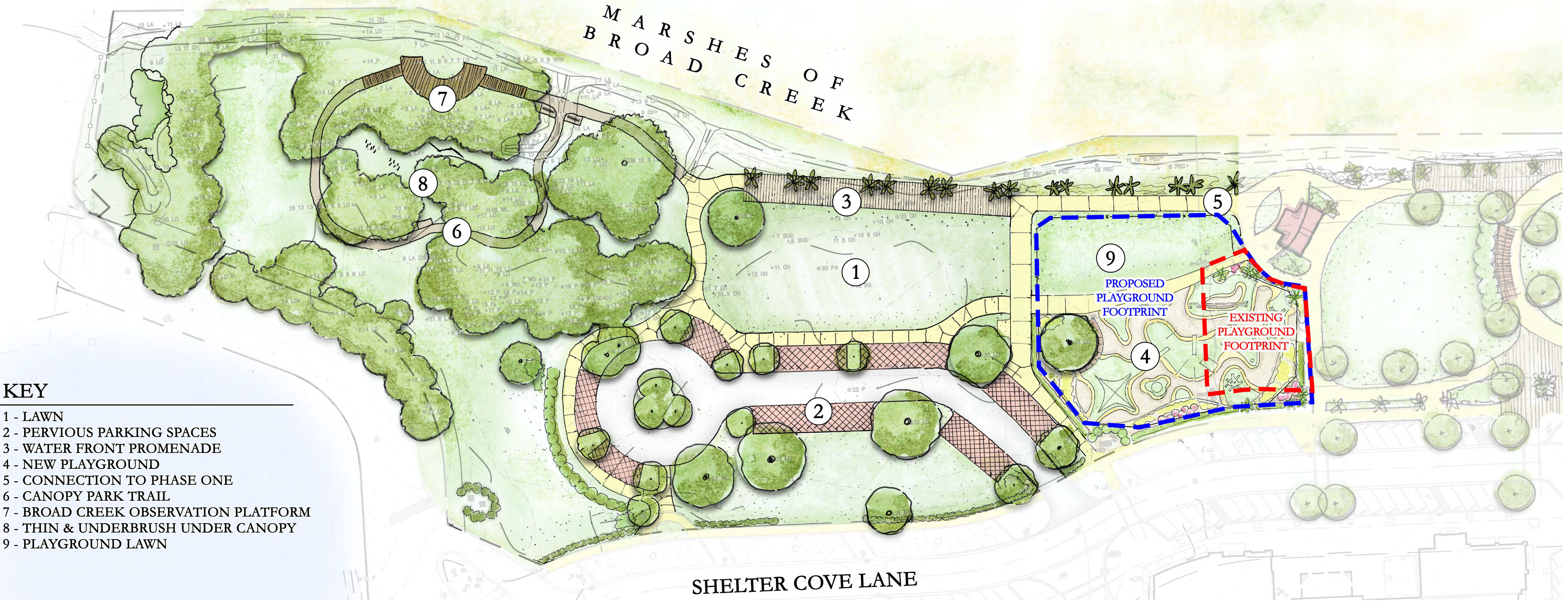
SIGNAGE



TABBY CONCRETE PATH

MASTER PLAN

MARSHES OF
BROAD CREEK



KEY

- 1 - LAWN
- 2 - PERVIOUS PARKING SPACES
- 3 - WATER FRONT PROMENADE
- 4 - NEW PLAYGROUND
- 5 - CONNECTION TO PHASE ONE
- 6 - CANOPY PARK TRAIL
- 7 - BROAD CREEK OBSERVATION PLATFORM
- 8 - THIN & UNDERBRUSH UNDER CANOPY
- 9 - PLAYGROUND LAWN

SHELTER COVE LANE



SHELTER COVE LANE

SHELTER COVE PARK

TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA



PLAYGROUND

