



Town of Hilton Head Island

Planning Commission Meeting

Wednesday, March 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**
 - a. **LMO Text Amendment:** Public Hearing for consideration of an Ordinance to Amend Title 16 of the Municipal Code of the Town of Hilton Head Island, the Land Management Ordinance, to amend the Overlay Zoning District Standards for the Holiday Homes Neighborhood Character Overlay District (HH-NC-O), to include the following section: 16-3-106.J.
6. **New Business**
 - a. **PPR-000069-2026:** Public Hearing request from Stephen Barnes, Senior Project Manager, Town of Hilton Head Island, on behalf of the Town of Hilton Head Island, for an Application for Public Project Review for the property identified on Beaufort County Tax Map as Parcel R510 007 000 0228 0000, also identified as the United States Postal Service site, located at 213 William Hilton Parkway. The parcel is located within the Light Commercial and Corridor Overlay Zoning Districts.
 - b. **DPR-000073-2026:** Public hearing request from Matthew Johnson of Bohler Engineering, to redevelop the existing Truist Bank located at 2 Lafayette Place, also identified as Beaufort County Tax Map Parcel Number R510 008 000 0409 0000. The parcel is in the Main Street Zoning District and is in the Corridor Overlay Zoning District. The applicant proposes retrofitting the building for a new tenant and improving the parking lot to meet ADA

requirements.

- 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

Planning Commission

TO: Planning Commission
FROM: Trey Lowe, Interim Planning Director, Interim LMO Official, and Development Services Program Manager
CC: Ben Brown, Interim Deputy Town Manager and Director of Strategic Initiatives
Marc Orlando, ICMA-CM, Town Manager
DATE: March 18, 2026
SUBJECT: Consideration of an Ordinance to Amend Title 16 of the Municipal Code of the Town of Hilton Head Island, the Land Management Ordinance, to amend the Overlay Zoning District Standards for the Holiday Homes Neighborhood Character Overlay District (HH-NC-O), to include the following section: 16-3-106.J

RECOMMENDATION:

Planning Commission hold a public hearing to review and consider an Ordinance to Amend Title 16 of the Municipal Code of the Town of Hilton Head Island, the Land Management Ordinance, to amend the Overlay Zoning District Standards for the Holiday Homes Neighborhood Character Overlay District (HH-NC-O), to include the following section: 16-3-106.J, and forward a recommendation to Town Council.

BACKGROUND:

Properties within the Holiday Homes neighborhood are zoned Residential Single-Family-6 Zoning District with the Holiday Homes Neighborhood Character Overlay District. The purpose of the overlay is to provide additional zoning regulations that support the desired character of the neighborhood. These additional regulations are related to setbacks, buffers, impervious coverage, floor area ratio, parking, and minimum lot size.

In March and April of 2025, three building permits were submitted and approved for the construction of new single-family homes on Oleander Street in the Holiday Homes neighborhood. Each home complies with the standards of the Residential Single-Family-6 Zoning District and the Holiday Homes Neighborhood Character Overlay District. Multiple residents of the neighborhood have expressed concerns with the effectiveness of the overlay to provide development outcomes that reflect the character of the neighborhood. As a result, neighborhood residents requested the Town amend the Holiday Homes Neighborhood Character Overlay District.

On December 15, 2025, the Community Development and Public Services (CDPS) Committee held a public meeting at which Town staff, along with members of the Holiday Homes community, held a discussion with the CDPS Committee seeking direction and support of a request for the Planning Commission to initiate an Amendment to Title 16 of the Municipal Code, the Land Management Ordinance, to amend section 16-3-106.J, Holiday Homes Neighborhood Character Overlay District (HH-NC-O), and the CDPS voted unanimously to direct staff to move the text amendment forward to the Planning Commission for their consideration.

On January 21, 2026, the Planning Commission held a public hearing at which Town staff, along with members of the Holiday Homes community, presented a request for the Planning Commission to initiate an Amendment to Title 16 of the Municipal Code, the Land Management Ordinance, to amend section 16-3-106.J, Holiday Homes Neighborhood Character Overlay District (HH-NC-O), and the Planning Commission voted unanimously to initiate the text amendment.

SUMMARY OF AMENDMENT:

Holiday Homes neighborhood residents have requested proposed zoning amendments that more closely align with existing protective private covenants for the neighborhood that were shared with the Town on June 12, 2025. Among other items, these protective covenants, adopted in 1957, require homes to be single-family detached homes, not more than 2-1/2 stories in height, and garages shall not be for more than two cars. However, these covenants do not establish a property owners association for enforcement. As a result, enforcement is left to each individual property owner.

The following table summarizes the current requirements of the Holiday Homes Neighborhood Character Overlay compared to the proposed resident requested amendments.

| Code Requirement | Current | Resident Proposal | Change Proposed |
|----------------------------|---------------------------------|---------------------------------|------------------------|
| Setbacks | | | |
| Rear | 10 ft | 10 ft | No |
| Side | 10 ft ^{a,b} | 10 ft ^a | Yes |
| Side Angles | 20 ft ^c / 65 Degrees | 20 ft ^c / 65 Degrees | No |
| Street | 20 ft ^d | 20 ft ^d | No |
| Folly Field Road | 20 ft | 20 ft | No |
| Buffers | | | |
| Street | 20 ^d | 20 ^d | No |
| Driveway Width (Total) | 24 ft | 22 ft | Yes |
| Folly Field Road | 20 ft | 20 ft | No |
| Max Impervious Coverage | 50% | 45% | Yes |
| Floor Area Ratio (FAR) | 0.45 | 0.45 | No |
| Max Gross Floor Area (GFA) | 4,000 sq ft ^{e,f,g} | 3,200 sq ft ^{e,g} | Yes |

| | | | |
|---------------------------------|--------------------------|--------------------------|-----|
| Parking | | | |
| First 2,000 sq ft GFA | 2 spaces | 2 spaces | No |
| Each Additional 1,000 sq ft GFA | 1 space | 1 space | No |
| Garage Parking | n/a | Max 2 spaces | Yes |
| Min Lot Size | 7,260 sq ft ^h | 7,260 sq ft ^h | No |
| Max Height | 35 feet ⁱ | 30 feet | Yes |
| Max Stories | n/a | 2-1/2 stories | Yes |

- a. May be reduced to 5 feet to preserve trees, sum must total 20 feet.
- b. A lot with less than 50 feet of street frontage or less than 0.15 acres in area shall be permitted to reduce side yard setbacks to a minimum of 5 feet.
- c. Measured 20 feet above 13 feet above mean sea level using the NAVD 88 vertical datum or pre-development grade, whichever is higher, at the setback line
- d. In the case of a corner lot, the required 20 feet adjacent street setback may be reduced to 10 feet for the street with the lower average daily trips (ADT)
- e. The gross floor area shall be calculated as all enclosed space with a ceiling height of seven feet or greater with the exclusions noted in f and g.
- f. Enclosed areas, where the floor level is located below the required base flood elevation (BFE), which are used solely for parking or storage are excluded from gross floor area.
- g. Attic space as defined by the latest adopted edition of the IBC are excluded from gross floor area.
- h. For the subdivision or recombination of any lot shown on a plat recorded prior to July 21, 1998.
- i. Established in the RSF-6 Zoning District.

As requested, these amendments attempt to provide new and more restrictive land management regulations to better control the mass and scale of homes in accordance with the protective covenants. It is important to note that reductions in requirements, such as those proposed by this request, can result in existing homes not being compliant and becoming non-conforming to the regulations. Town staff have preliminarily identified the following impacts that may result from the proposed amendment.

1. *Side Setback.* No lots have less than 50 feet of street frontage or less than 0.15 acres of area. As a result, there would be no impact from the removal of this exception.
2. *Driveway Buffer Width.* Town staff have attempted to measure driveway buffer widths using aerial images. While this effort is significantly limited by tree canopy coverage limits, there is at least one driveway that will become non-conforming by the reduction in driveway buffer width.
3. *Impervious Coverage.* Based on available GIS data, there are approximately 14 properties that do not comply with the current 50% maximum impervious coverage amount. Reducing maximum impervious coverage to 45%, increases non-conforming properties to 21.
4. *Floor Area Ratio.* Currently all homes meet the floor area ratio. The proposed amendment would eliminate the exclusion of enclosed areas located below the base flood elevation used for parking or storage from the gross floor area calculation. If applicable, this change would increase the floor area ratio potentially making the home non-compliant. Given the age of the neighborhood, permit and elevation data are not available for many homes. However, based on GIS data,

nearly all homes within the neighborhood appear to be below the base flood elevation, 13 feet mean sea level. This amendment could result in some homes becoming non-compliant with the floor area ratio.

5. *Maximum Gross Floor Area.* Currently all homes meet the maximum gross floor area ratio. According to County Assessor and building permit gross floor area data, the reduction of the maximum area from 4,000 to 3,200 would result in at least one home becoming non-compliant. The removal of the exclusion for enclosed areas located below the base flood elevation used for parking or storage would result in approximately 7 homes becoming non-compliant. Further, those homes with areas near the 3,200 square feet threshold would be limited in their ability to expand in the future.
6. *Garage Parking.* Although this is a private covenant restriction, this would be a new zoning requirement. Establishing a maximum number of 2 garage spaces would result in at least 3 homes becoming non-compliant.
7. *Maximum Building Height.* Based on available data, all homes appear to meet the maximum height requirement of 35 feet. However, it appears at least 6 homes will become non-compliant if the maximum building height were reduced to 30 feet.
8. *Maximum Number of Stories.* Although this is a private covenant restriction, this would be a new zoning requirement. Establishing a maximum number of 2-1/2 stories would result in 6 homes becoming non-compliant.

Any amendment to the Holiday Homes Neighborhood Character Overlay will apply to all lots in the neighborhood. The residents that have been in contact with Town Staff have coordinated with other property owners in the neighborhood. These residents have worked to communicate these changes to all 57 property owners, and they have collected signatures of support for the currently proposed amendments that include a majority (currently 42) of the property owners.

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. Holiday Homes Neighborhood Location Map
2. Land Management Ordinance Section 16-3-106.J. Holiday Homes Neighborhood Character Overlay (HH-NC-O) District
3. Holiday Homes Protective Covenants

4. Neighborhood Character Images
5. HH-NC-O District Proposed Amendment



Town of Hilton Head Island
 Holiday Homes Neighborhood Character Overlay



The information on this map has been compiled from a variety of sources and is intended to be used only as a guide. It is provided without any warranty or representation as to the accuracy or completeness of the information. The Town of Hilton Head Island is not liable for its accuracy or value.

Sec.16-3-106. Overlay Zoning Districts

J. Holiday Homes Neighborhood Character Overlay (HH-NC-O) District

1. Applicability and Purpose

The purpose of the Holiday Homes Neighborhood Character Overlay (HH-NC-O) District is to protect the **single-family** residential character of the district and in particular the **development** and redevelopment of **lots** within the district. All new **development** and changes to existing **development** are subject to the overlay district regulations, in addition to those listed in Sec. 16-3-104.D, Residential Single-Family-6 (RSF-6) District. Existing **nonconforming structures** and site features may be expanded as long as the site complies with the required floor area ratio (FAR) and maximum **impervious cover** listed in paragraph 3 below.

2. Approval

Compliance with these regulations shall be determined by the **Official** at the time the **Building Permit** is reviewed and shall be based upon the standards of Sec. 16-3-104.D, Residential Single-Family-6 (RSF-6) District.

3. Delineation of District

The Holiday Homes Neighborhood Character Overlay (HH-NC-O) District includes all **parcels** shown as hatched in Figure 16-3-106.J.3 below.



Figure 16-3-106.J.3: Holiday Homes Neighborhood Character Overlay (HH-NC-O) District.

4. District Regulations

a. Setbacks

In addition to the **single-family** setback requirements of Sec. 16-5-102, Setback Standards, the following setbacks shall be required:

- i. Rear yard setbacks shall be a minimum of ten feet.
- ii. Side yard setbacks shall be a minimum of ten feet; however, to preserve existing **trees**, any one side yard setback may be reduced to five feet provided the sum of the required side yard setbacks equals at least 20 feet.
 - 01.**A **lot** with less than 50 feet of **street frontage** or less than 0.15 acres in area shall be permitted to reduce side yard setbacks to a minimum of five feet.
 - 02.**Dwelling units that are nonconforming as to the side yard setbacks identified above are permitted to be expanded along the subject boundary line; however, **expansions** shall be constructed no closer than five feet from the side property line.
 - 03.**Side yard setback angles shall be a minimum of 65 degrees measured from 20 feet above thirteen feet (13') above mean sea level using the NAVD 88 vertical datum or **pre-development grade**, whichever is higher, at the setback line. The illustration in Sec. 16-5-102.D, Adjacent Use Setback Requirements, can be referenced for an example of a setback angle.
- iii. In the case of a **corner lot**, the required 20-foot adjacent street setback may be reduced to ten feet for the **street** with the lower average daily trips (ADT).
- iv. **Lots** directly **adjacent** to Folly Field Road shall have a minimum adjacent street setback of 20 feet.

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

b. Buffers

In addition to the buffer requirements of Sec. 16-5-103, Buffer Standards, the following buffers shall be required:

- i. A 20-foot street buffer and side and rear buffers equal to the setbacks above.
- ii. **Driveways** for **street access**, as permitted in Sec. 16-5-103.J, Development Within Required Buffers, shall be limited to a total width of 24 feet per **lot**.
- iii. In the case of a **corner lot**, the required 20-foot adjacent street buffer may be reduced to ten feet for the **street** with the lower average daily trips (ADT).
- iv. **Lots** directly **adjacent** to Folly Field Road shall have a minimum adjacent street buffer of 20 feet.

c. Impervious Coverage

Impervious cover of the **lot** shall not exceed 50 percent.

d. Floor Area Ratio

The maximum **gross floor area** is limited to 0.45 times the area of the **lot** containing the **single-family dwelling**, up to a maximum of 4,000 square feet. The **gross floor area** shall be calculated as all enclosed space with a ceiling height of seven feet or greater with the following exclusions:

- i. Enclosed areas, where the floor level is located below the required **base flood elevation** (BFE), which are used solely for parking or storage.
- ii. Attic space as defined by the latest adopted edition of the IBC.

e. Parking

Two parking spaces are required for up to 2,000 square feet of **gross floor area**. Thereafter, one additional space shall be required for each 1,000 square feet or less of **gross floor area**.

f. Minimum Lot Size

The **subdivision** or recombination of any **lot** shown on a plat recorded prior to July 21, 1998, shall not result in any **lot** having a gross area of less than 7,260 square feet.

(82)

HOLIDAY HOMES) STATE OF SOUTH CAROLINA) COUNTY OF BEAUFORT) WHEREAS, Holiday Homes is a corporation
 TO: PROTECTIVE COVENANTS) organized and existing under the laws of the State of South Carolina and is the owner of
) certain lands located on Hilton Head Island in Beaufort County, South Carolina, and
 WHEREAS, heretofore by an instrument dated April 5, 1956 and recorded in the office of the Clerk of Court for Beaufort
 County, South Carolina in Deed Book 78 at page 325, Block 1 of Section A of a subdivision on Hilton Head Island in Beau-
 fort County, South Carolina, known as Holiday Homes Subdivision, was made subject to certain protective covenants and
 it is now the desire of Holiday Homes to make the remaining portion of said section A of Holiday Homes Subdivision sub-
 ject to the same restrictions and protective covenants., NOW THEREFORE, Holiday Homes, a corporation as aforesaid, does
 hereby declare that all of Section A of a subdivision on Hilton Head Island in Beaufort County, South Carolina known as
 Holiday Homes Subdivision as shown on a plat recorded in the office of the Clerk of Court for Beaufort County, South
 Carolina on March 5, 1956 in Plat Book 10 at page 18, shall be subject to the following restrictions and protective
 covenants, to-wit: In addition to lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14 and 15 which are included in Block
 1 of Section A referred to above, the remaining numbered lots in said Section A numbered 16 through 45 inclusive and
 51 through 63 inclusive shall be subject to the following restrictions and protective covenants.

1. All lots in said subdivision shall be used for residential purposes exclusively. No structure shall be erected,
 altered, placed or permitted to remain on any lot, other than (1) detached single family dwelling not to exceed two and
 one half (2½) stories in height and a private garage for not more than two cars (which may include servant' quarters)
 and other outbuildings incident to the use of one single family unit.

2. No building shall be erected, placed or altered on any lot in this subdivision until the building plans, specifica-
 tions, and plot plan showing the location of such building, have been approved in writing by HOLIDAY HOMES, its agents,
 successors, or assigns.

3. No building shall be located on any lot nearer than twenty (20) feet to the front line, nor nearer than ten (10)
 feet to any side streetline, nor nearer than (5) feet to any lot line.

4. No dwelling shall be permitted on any lot which structure shall have less than seven hundred fifty (750) feet of
 permanently enclosed space, exclusive of garages.

5. HOLIDAY HOMES hereby reserves unto itself, its successors and assigns, a perpetual, alienable and releasable ease-
 ment and right on, over and under the ground to erect, maintain and use electric and telephone poles, wires, cables,
 conduits, sewers, water mains, and other suitable equipment for the conveyance and use of electricity, telephone, gas,
 sewage, water or other public conveniences or utilities on, in, or over the rear five (5) feet of each lot and five (5)
 feet along one (1) side of said lots.

6. Prior to the occupancy of a residence on any lot in said subdivision, proper and suitable septic tank, or tanks,
 shall be constructed on such lot for the disposal of all sewage, and all sewage shall be emptied or discharged into such
 tank, or tanks.

No noxious or offensive activity shall be carried on upon any lot, nor shall anything be done therein which may be or
 may become an annoyance or nuisance to the neighborhood.

8. No livestock or live fowl shall be maintained on any lot without written consent of HOLIDAY HOMES, its successors
 or assigns.

9. No structure of a temporary character, trailer, basement, tent, shack, garage, barn or other outbuilding shall be
 used on any lot at any time as a residence either temporarily or permanently.

10. No lot shall be subdivided, or its boundary lines changed except with the written consent of HOLIDAY HOMES, its
 successors or assigns. However, HOLIDAY HOMES hereby expressly reserves to itself, its successors and assigns, the
 right to subdivide (by deed or otherwise) or replat any two (2) or more lots shown on the plat of said subdivision so
 as to create building plot or building plots each larger in size than any one of the lots so subdivided or replatted.
 When such a building plot is created, the restrictions and covenants herein apply to such building plot as a unit,
 and as to such building plot as a unit, and as to such building plot the word "lot" as used herein, shall be construed
 to mean "building plot".

11. These covenants shall run with the land and shall be binding on all parties and persons claiming under them for a
 period of twenty-five (25) years from date after which time said covenants shall be automatically extended for succes-
 sive periods of ten (10) years, unless an instrument signed by a majority of the then owners of said lots has been re-
 corded, agreeing to change said covenants and restrictions in whole or in part.

12. If the parties hereto, or any of them or their heirs, successors or assigns, shall violate or attempt to violate
 any of the covenants herein, it shall be lawful for any other person or persons owning any real property situate in
 said subdivision to prosecute any lawful proceedings at law or in equity against the person or persons violating or
 attempting to violate any such covenant and either to prevent him or them from doing so or to recover damages or other
 dues for such violation.

13. Invalidity of any of these covenants by judgment or court order shall in no wise affect any of the other provisions
 which shall remain in full force and effect.

14. HOLIDAY HOMES may include in any contract or deed hereafter made additional covenants and restrictions that are not
 inconsistent with and which do not lower the standards of the covenants and restrictions set forth herein.

IN WITNESS WHEREOF, this instrument has been executed on behalf of HOLIDAY HOMES, a corporation, by its duly qualified
 officers this 23rd day of January, 1957. HOLIDAY HOMES (SEAL) By O. T. McIntosh, Jr., President Attest: W. S.

McIntosh Witnesses: Jas. F. McIntosh Betty H. Armour.

STATE OF SOUTH CAROLINA) COUNTY OF BEAUFORT) PERSONALLY appeared before me James F. McIntosh who, on oath, says that
 he saw the within named HOLIDAY HOMES by O. T. McIntosh, Jr., its President sign the within Instrument, and W. S. McIntosh
 its Secretary attest the same, and the said corporation, by said officers, seal said instrument, and, as its act and
 deed, deliver the same, and that he with Betty H. Armour witnessed the execution thereof. Jas. F. McIntosh

SWORN to before me this 23rd day of January, 1957. (SEAL) Betty H. Armour (L.S.) Notary Public for Chatham County, Ga.
 My Commission Expires Sept. 28, 1959.

Recorded and certified this 28th day of January, 1957.

J. C. Sulzer

Deputy Clerk of Court.

J. J. McNULTA, JR.) STATE OF SOUTH CAROLINA) COUNTY OF BEAUFORT) For value received, I, the undersigned, J. J.
 TO: ASSIGNMENT) McNULTA, JR. of the County of Beaufort and State of South Carolina, do hereby assign, set over
 J. J. McNULTA, SR.) and transfer unto J. J. McNULTA, SR. all my right, title and interest in and to that certain
 agreement executed and entered into by and between Lonel M. Henkle, J. J. McNulta and the undersigned J. J. McNulta, Jr.,
 which said agreement was dated May 20, 1952 and transferred to the undersigned and J. J. McNulta, Sr. all the right,
 title and interest of the said Lonel M. Henkle in and to his Contract of Sale between F. M. Craddock and his wife, Doris
 H. Craddock of Fairfax, South Carolina and Harry E. Carr and his wife, Gladys H. Carr, of Beaufort County, South Carolina,
 which said original Contract was dated July 6, 1949 and provided for the sale to Lonel M. Henkle his heirs and assigns
 of a tract of land containing 658.7 acres, more or less located in Beaufort County, South Carolina.

IN WITNESS WHEREOF, I have executed this instrument this 31st day of December, 1956. J. J. McNulta, Jr. Witnesses:
 G. G. Dowling Kathrine W. Wilson

STATE OF SOUTH CAROLINA) COUNTY OF BEAUFORT) PERSONALLY appeared before me Kathrine W. Wilson and made oath that
 she saw the within named J. J. McNulta, Jr., sign, seal and as his act and deed, deliver the within written Assignment
 and that she with G. G. Dowling witnessed the execution thereof. Kathrine W. Wilson SWORN to before me this 31st
 day of December, 1956. G. G. Dowling (L.S.) Notary Public for South Carolina.

Recorded and certified this 30th day of January, 1957.

J. C. Sulzer

Deputy Clerk of Court.

Examples of Existing Homes in Holiday Homes Neighborhood



Sec.16-3-106. Overlay Zoning Districts

J. Holiday Homes Neighborhood Character Overlay (HH-NC-O) District

1. Applicability and Purpose

~~The purpose of the Holiday Homes Neighborhood Character Overlay (HH-NC-O) District is to protect the **single-family** residential character of the district and in particular the **development** and redevelopment of **lots** within the district.~~ The purpose of the Holiday Homes Neighborhood Character Overlay (HH-NC-O) District is to protect and preserve the single-family residential character of the neighborhood. The district is intended to guide the development and redevelopment of lots in a manner that maintains and enhances the area's architectural character and development intensity. All new **development** and changes to existing **development** are subject to the overlay district regulations, in addition to those listed in Sec. 16-3-104.D, Residential Single-Family-6 (RSF-6) District. Notwithstanding the requirements of Sec. 16-7-103 A, Existing **nonconforming structures** and site features may be expanded as long as the site complies with the required floor area ratio (FAR) and maximum **impervious cover** listed in paragraph 3 below, and if the expanded component of the **structure** is compliant with Sec. 16-3-104.D and all requirements of Sec. 16-3-106 J.

2. Approval

Compliance with these regulations shall be determined by the **Official** at the time the **Building Permit** is reviewed and shall be based upon the standards of Sec. 16-3-104.D, Residential Single-Family-6 (RSF-6) District.

3. Delineation of District

The Holiday Homes Neighborhood Character Overlay (HH-NC-O) District includes all **parcels** shown as hatched in Figure 16-3-106.J.3 below.



Figure 16-3-106.J.3: Holiday Homes Neighborhood Character Overlay (HH-NC-O) District.

4. District Regulations

a. Setbacks

In addition to the **single-family** setback requirements of Sec. 16-5-102, Setback Standards, the following setbacks shall be required:

- i. Rear yard setbacks shall be a minimum of ten feet.
- ii. Side yard setbacks shall be a minimum of ten feet; however, to preserve existing **trees**, any one side yard setback may be reduced to five feet provided the sum of the required side yard setbacks equals at least 20 feet.

~~01. A lot with less than 50 feet of **street frontage** or less than 0.15 acres in area shall be permitted to reduce side yard setbacks to a minimum of five feet.~~

~~02.1.~~ Dwelling units that are nonconforming as to the side yard setbacks identified above are permitted to be expanded along the subject boundary line; however, **expansions** shall be constructed no closer than five feet from the side property line.

~~03.2.~~ Side yard setback angles shall apply to all side yards and be a minimum of 65 degrees measured from 20 feet above thirteen feet (13') above mean sea level using the NAVD 88 vertical datum or **pre-development grade**, whichever is higher, at the setback line. The illustration in Sec. 16-5-102.D, Adjacent Use Setback Requirements, can be referenced for an example of a setback angle.

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- iii. In the case of a **corner lot**, the required 20-foot adjacent street setback may be reduced to ten feet for the **street** with the lower average daily trips (ADT).
 - iv. **Lots** directly **adjacent** to Folly Field Road shall have a minimum adjacent street setback of 20 feet.

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

b. Buffers

In addition to the buffer requirements of Sec. 16-5-103, Buffer Standards, the following buffers shall be required:

- i. A 20-foot street buffer and side and rear buffers equal to the setbacks above.
- ii. **Driveways** for **street access**, as permitted in Sec. 16-5-103.J, Development Within Required Buffers, shall be limited to a total width of 2422 feet per **lot**. Horseshoe driveways with two connecting driveways for street access from the same lot shall be limited to a total width of 22 feet within required buffers.
- iii. In the case of a **corner lot**, the required 20-foot adjacent street buffer may be reduced to ten feet for the **street** with the lower average daily trips (ADT).
- iv. **Lots** directly **adjacent** to Folly Field Road shall have a minimum adjacent street buffer of 20 feet.

c. Impervious Coverage

Impervious cover of the **lot** shall not exceed 4550 percent.

d. Floor Area Ratio

The maximum **gross floor area** is limited to 0.45 times the area of the **lot** containing the **single-family dwelling**, up to a maximum of 4,0003,200 square feet. The **gross floor area** shall be calculated as all enclosed space with a ceiling height of seven feet or greater with the following exclusions:excluding

- i. ~~Enclosed areas, where the floor level is located below the required **base flood elevation** (BFE), which are used solely for parking or storage.~~
- ii. ~~Attic space as defined by the latest adopted edition of the IBC.~~

e. Parking

Two parking spaces are required for up to 2,000 square feet of **gross floor area**. Thereafter, one additional space shall be required for each 1,000 square feet or less of **gross floor area**. Garages shall not be used for more than two cars.

f. Minimum Lot Size

The **subdivision** or recombination of any **lot** shown on a plat recorded prior to July 21, 1998, shall not result in any **lot** having a gross area of less than 7,260 square feet.

g. Maximum Height and Stories

- i. Structures shall not exceed 30 feet in height in accordance with Sec. 16-10-102 C.1.

ii. **Buildings** shall not exceed two and one-half (2-1/2) stories in height. For the purpose of this section, a story is the portion of the building included between the surface of any floor and the surface of the floor next above it, or if there is no floor above it, then the space between the floor and the ceiling next above it. The topmost story of a building is counted as a half story when it is completely within the roof form of the building, less than 50 percent of the floor area has a clear height of more than seven and a half (7.5) feet, measured from the finished floor to the finished ceiling, and dormers do not exceed more than 25 percent of the front, rear or side building length.



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-000069-2026 | USPS Access Improvements | March 18, 2026 |

| Project Location | Applicant |
|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| 213 William Hilton Parkway Hilton Head Island, SC 29926 Parcel: R510 007 000 0228 0000 | Stephen Barnes, Senior Project Manager Town of Hilton Head Island 1 Town Center Court Hilton Head Island, SC 29928 |

Application Summary

Application Summary Application for a Public Project Review (PPR) from the Town of Hilton Head Island for access, circulation, parking, pedestrian, and stormwater improvements at the United States Postal Service (USPS) facility located at 213 William Hilton Parkway. The project includes reconfiguration of existing driveway connections and parking areas, installation of enhanced pedestrian facilities, stormwater infrastructure improvements, and related site enhancements intended to improve traffic flow, access management, safety, and pedestrian connectivity. The total number of parking spaces will remain unchanged, and access to the post office will be maintained throughout construction.

Staff Recommendation

Staff recommends 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 has submitted a Public Project Review application for access and circulation improvements at the United States Postal Service facility located at 213 William Hilton Parkway (Parcel R510 007 000 0228 0000). The project site is located along U.S. Highway 278, a primary arterial roadway on Hilton Head Island, and is bounded by Marsh Point Apartments to the north and Northpoint Circle to the west. The property is zoned Light Commercial (LC) and is located within the Corridor Overlay District.

The proposed project focuses on improving existing site access, internal circulation, pedestrian accommodations, and stormwater management at the USPS facility. Improvements include removal and reconfiguration of existing driveway connections, parking lot reconfiguration, installation of sidewalks and a shared-use path, updated lighting and signage, and stormwater infrastructure

improvements. The United States Postal Service has provided conditional approval for the conveyance of approximately 1.82 acres of property to the Town for right-of-way purposes associated with the project.

The improvements are coordinated with the Northpoint Circle roadway project and the adjacent Northpoint Workforce Housing development. In addition, staff coordinated with the adjacent Marsh Point Apartments property management team on Feb. 2, 2026, regarding both the Northpoint Workforce Housing development and the proposed USPS access improvements. A meeting was held with property management to discuss roadway ownership, secondary access via Marsh Point Drive, construction access, traffic circulation, and related coordination items. Staff provided updated site information and responded to follow-up questions regarding maintenance responsibilities and connectivity. Public hearing information for the March 18, 2026 Planning Commission meeting was subsequently shared with property management for distribution to residents.

Construction is anticipated to begin in March 2026 and will be phased to ensure continuous USPS operations and public access throughout construction.

Description of Project

The Town of Hilton Head Island proposes to improve access and circulation at the USPS site through removal and replacement of existing driveways and reconfiguration of on-site parking areas along Marsh Point Drive and U.S. Highway 278. A new 22-foot-wide access driveway is proposed, along with reconfigured 24-foot-wide asphalt drive aisles, curb and gutter, pavement markings, signage, lighting, and storm drainage infrastructure. A 12-foot-wide pervious asphalt shared-use path is proposed adjacent to the access drive to enhance pedestrian and multimodal connectivity.

Additional improvements include replacement of sidewalks at the front of the USPS building, relocation of the post office drop box to improve internal circulation and pedestrian access, and direct pedestrian connections between the building, parking areas, and site amenities. The existing parking count of 45 spaces, including two ADA-accessible spaces, will be maintained.

Location, Character, and Extent

Per Land Management Ordinance Section 16-2-103.Q.4, Public Project Review Standards, in determining whether 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 March 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 March 18, 2026 public hearing was published in the Island Packet on March 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 March 18, 2026, public hearing by first-class mail to such owner(s) of the land on February 25, 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 March 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 (Our Plan: Hilton Head Island Comprehensive Plan 2020–2040) identifies Infrastructure, Mobility, and Housing as interrelated Core Values that guide public investment decisions, emphasizing roadway safety, access management, pedestrian connectivity, and coordination of infrastructure improvements to support workforce housing and established community services.

- The project is located within an established transportation corridor along U.S. Highway 278 and adjacent to Northpointe Circle, an area characterized by existing public infrastructure and identified for strategic reinvestment to improve safety, access, and circulation.
- The character of the proposed improvements is functional and context-sensitive, consisting of access management improvements, internal circulation upgrades, pedestrian facilities, and stormwater infrastructure within an already developed site, without expanding roadway capacity or altering land use intensity.
- The extent of the project is limited to improvements necessary to support safe vehicular and pedestrian access, internal circulation, stormwater management, and continued operation of an essential public facility. Parking supply is maintained, construction is phased, and improvements are coordinated with adjacent roadway and workforce housing projects.

Project Location:

The project is located at an existing USPS facility along U.S. Highway 278, a major transportation corridor serving Hilton Head Island. The site is already developed with public infrastructure and

surrounded by established residential and commercial uses, making it an appropriate location for access and safety improvements.

Project Character:

The proposed improvements are functional in nature and consistent with the character of surrounding development. The project focuses on safety, access, and pedestrian connectivity without expanding the intensity of use or altering the fundamental character of the site.

Project Extent:

The scope of work is limited to site access, circulation, and infrastructure improvements within the existing developed footprint. Parking capacity is maintained, access to the USPS is preserved during construction, and improvements are coordinated with surrounding infrastructure projects. The extent of development is appropriate and proportionate to the site’s role as a public facility.

Conclusions of Law:

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

- The project is located adjacent to workforce housing and residential uses, and near public schools.
- The location advances the Comprehensive Plan’s Infrastructure and Mobility Core Values by directing public investment to an existing site where access, circulation, and safety improvements are needed.

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

- The project emphasizes context-sensitive, infrastructure-focused improvements that enhance safety, access management, pedestrian accommodation, and coordination with adjacent land uses.

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

- The scope of work is proportionate to its purpose and limited to improvements necessary to support safe access, internal circulation, stormwater management, and continuous operation of essential public services.
- The project enhances the efficiency of existing infrastructure and supports workforce housing access without expanding the development footprint.

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

2/7/2026

DATE

REVIEWED BY:

TL

Trey Lowe
Interim Director of Planning, Interim LMO
Official, Development Services Program
Manager

03/09/2026

DATE

APPROVED BY:

TL

Trey Lowe
Interim Director of Planning, Interim LMO
Official, Development Services Program
Manager

03/09/2026

DATE

ATTACHMENTS:

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



USPS ACCESS IMPROVEMENTS TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA

PROJECT NARRATIVE

January 8, 2026

J-28374.0013

Introduction

The Town of Hilton Head Island proposed access improvements at the United States Postal Service (USPS), located adjacent to Northpointe Circle, off U.S. Highway 278 in Hilton Head Island, South Carolina. The project site is bound by U.S. Highway 278 to the south, Marsh Point Apartments to the north, Northpointe Circle property to the west. The Town of Hilton Head Island is proposing to improve an existing USPS driveway and parking lot, located at 213 William Hilton Parkway, Hilton Head Island, SC, from Marsh Point Drive to the western most USPS property line. Proposed improvements generally consist of removing and replacing the existing USPS parking lot and corresponding driveways off Marsh Point Drive and U.S. 278. The USPS has provided the Town with conditional approval of approximately 1.82 acres of USPS property to be conveyed to the Town for the establishment of a right-of-way for the access improvements.

Proposed Improvements and Site Restoration

The proposed USPS site will include a 22' wide access driveway from Marsh Point Drive west to the western USPS property line. Additionally, the USPS facility parking area will be reconfigured and consist of 24' wide asphalt drive isles, parking spaces, curb and gutter, and corresponding marking, signage, lighting, and storm drainage infrastructure is proposed. A 12' wide, pervious asphalt pathway is planned to run adjacent to the proposed access drive. The existing right-in, right-out driveway to the USPS site from U.S. 278 is also proposed to be removed, replaced and reconfigured to tie into proposed improvements. Stormwater runoff from proposed improvement areas will be collected by proposed curb inlets and underground drainage pipes and conveyed west to an existing 30" outfall pipe on the Northpointe Circle property, following the existing drainage outfall.

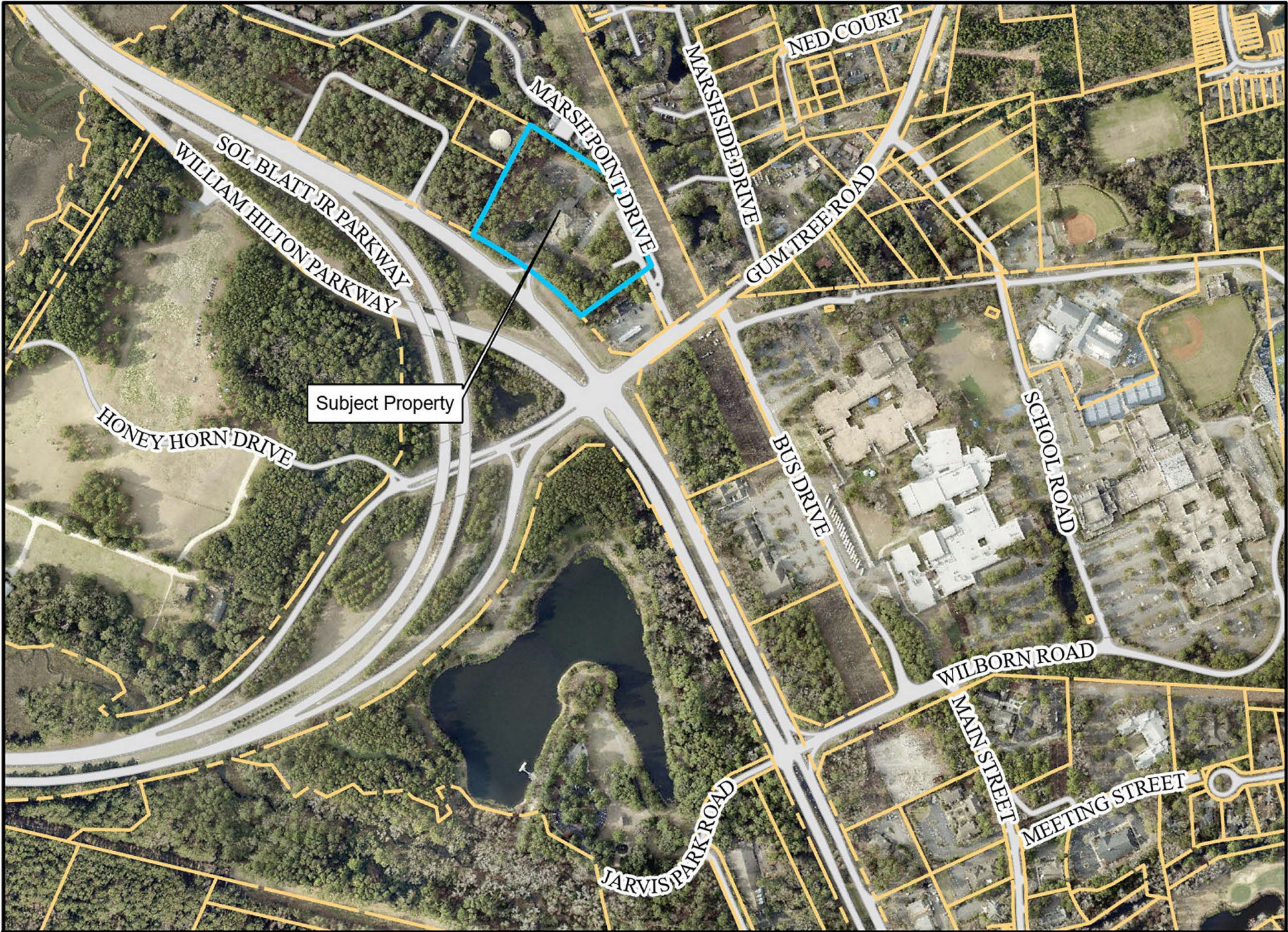
At the completion of proposed improvements, the existing parking count (45 spaces, 2 of which are ADA accessible spaces) will be maintained. The existing post office drop box is planned to be relocated from its existing location to the center of the site, adjacent to a proposed one-way drive isle. The existing sidewalk at the front of the USPS building is also proposed to be removed and replaced. Direct pedestrian access from the post office building to the drop box is proposed. See the site plans for all proposed improvements.

The construction of the USPS access improvements is scheduled to commence in March 2026. Construction occurring on the USPS property will be scheduled concurrently with the Northpointe Circle project. The Town will coordinate construction with USPS.

The USPS has provided conditional approval of the easements needed for construction and the acquisition of the 1.82 acre property to the Town of HHI.

USPS Continuous Access

To provide USPS customers and employees continuous access to the site during construction, the parking area and driveways are intended to be constructed in 2 phases. While construction phasing is a Contractor "means and method" of construction and cannot be dictated by an engineer, a preliminary construction phasing exhibit has been provided for Contractor reference.



Subject Property

Town of Hilton Head Island

Location Map
213 William Hilton Parkway
February 3, 2026



TOWN OF HILTON HEAD ISLAND
ONE TOWN CENTER SQUARE
HILTON HEAD ISLAND, SC 29928
PHONE 843-785-1100

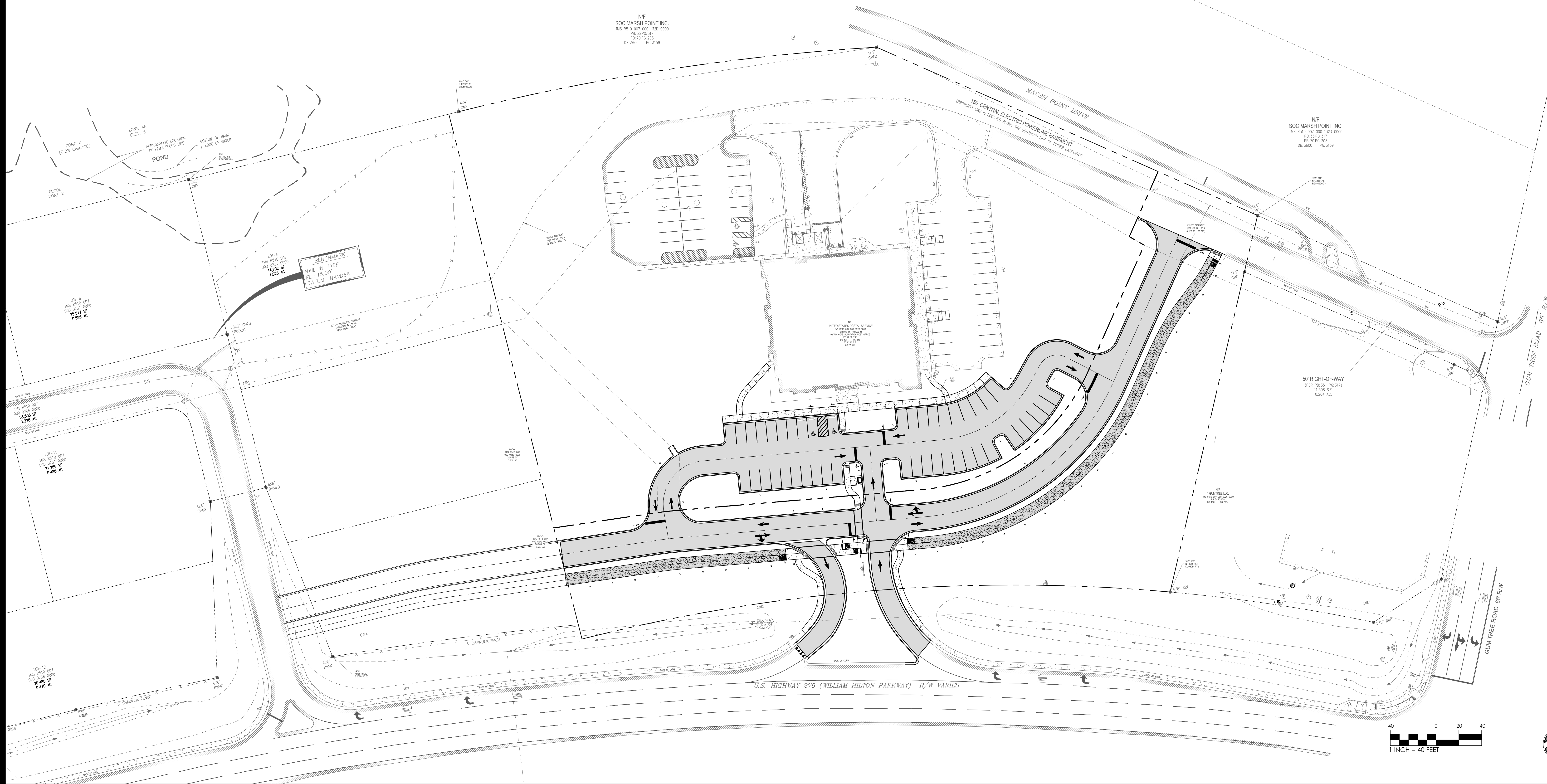


This map was prepared by the Town of Hilton Head Island, South Carolina, and is intended for informational purposes only. It is not a legal document and should not be used for legal purposes. The Town of Hilton Head Island is not responsible for any errors or omissions in this map. The Town of Hilton Head Island is not responsible for any damages or losses resulting from the use of this map.

N/F
 TOWN OF HILTON HEAD ISLAND
 TMS R510 007 000 0265 0000
 PB: 35 PG: 68
 DB: 1577 PG: 1307
 53,505 SF
 1.228 AC

N/F
 SOC MARSH POINT INC.
 TMS R510 007 000 1320 0000
 PB: 35 PG: 317
 DB: 3600 PG: 3159

N/F
 SOC MARSH POINT INC.
 TMS R510 007 000 1320 0000
 PB: 35 PG: 317
 DB: 3600 PG: 3159



PREPARED FOR:



SITE LAYOUT MAP
USPS ACCESS IMPROVEMENTS
 HILTON HEAD ISLAND, BEAUFORT COUNTY, SC

January 15, 2026



50 Park of Commerce Way
 Savannah, GA 31405 • 912.234.5300

www.thomasandhutton.com

This map illustrates a general plan of the development which is for discussion purposes only, does not limit or bind the owner/developer, and is subject to change and revision without prior written notice to the holder. Dimensions, boundaries and position locations are for illustrative purposes only and are subject to an accurate survey and property description.

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BID SET - NOT FOR CONSTRUCTION



TOWN OF HILTON HEAD ISLAND

Staff Report Memo

TO: Planning Commission
FROM: Michael Connolly, Senior Planner
CC: Trey Lowe, Interim Planning Director, Interim LMO Official, and Development Services Program Manager
DATE: March 18, 2026
SUBJECT: Development Plan Review

PURPOSE:

As part of the Town’s Development Review Program, Development Plan Review applications for Major Development Plan Reviews and Minor Development Plan Reviews adjacent to or across the street from a residential use are shared with the Planning Commission for review in accordance with the Land Management Ordinance. These applications are presented by Staff to inform the Planning Commission and the general public of development activity occurring on Hilton Head Island. There is one new Development Plan Review application ready to be shared with the Planning Commission – Bank Retrofit, 2 Lafayette Place – DPR-000073-2026.

BACKGROUND:

The project proposes an interior retrofit of the existing building to accommodate a new tenant, with no additional square footage proposed. Site improvements include reconfiguration of existing parking spaces and pedestrian access to meet ADA requirements, removal of the existing bank drive-thru lane and canopy, and construction of a new ATM drive-thru lane with a large landscape island. Additional work includes milling and overlay of the majority of the existing asphalt parking lot, along with limited full-depth asphalt removal and repaving to support grading adjustments. The proposed site modifications will result in a net reduction of impervious surface area on the property.

ZONING AND DEVELOPMENT DATA:

Zoning and Development Standards Summary

| | |
|---------------------------------------------|---------------------------|
| Zoning district | Main Street (MS) District |
| Overlay district | N/A |
| Use of the property | Bank |
| Gross site acres | 2.503 ac |
| Net site acres (gross acres-tidal wetlands) | 2.503 ac |

| | |
|--------------------------------------------|------------------------------------|
| Allowed total density (net acres x gfa) | 4.524 ac |
| Maximum allowed impervious area percentage | 60% |
| Existing building square footage | 8,242 sf |
| Proposed building square footage | 0 additional |
| Total square footage | 8,242 sf |
| Maximum building height allowed | 45' |
| Proposed building height | 35' 2" |
| Current impervious area and percentage | 1.22 ac / 48.7% |
| Proposed impervious area and percentage | 1.16 ac / 46.3% |
| Minimum number of parking spaces required | 1 space per 350 sf gfa (24 spaces) |
| Existing number of parking spaces on site | 51 |
| Proposed additional parking spaces | 50 total spaces |
| Area of disturbance | 0.53 ac |
| Flood zones | Zone X |

REVIEW AND ACTION:

Per LMO Section 16-2-103.G.4.c.ii, A Minor Development Plan Review when adjacent to or across the street from a residential use shall be reviewed by the Planning Commission in the same manner as a Major Development Plan Review. LMO Section 16-2-103.G.4.d, Staff Review and Action – Major Development Plan Review, require the following review and action criteria;

- i. The Official shall forward the application to the Planning Commission for review, and the Planning Commission shall review the application, staff report, and any public comment at a hearing.
- ii. Following review by the Planning Commission, the Official shall make a final decision on the application in accordance with Sec. 16-2-102.D. The Official's decision shall be based on the standards in Sec. 16-2-103.G.5, Development Plan Review Standards, and shall be one of the following:
 01. Approve the application;
 02. Approve the application subject to conditions of approval; or
 03. Deny the application.
- iii. The Official shall act on an application for Major Development Plan Review, in accordance with Sec. 16-2-102.D, within 60 days after the application is submitted, or such extended time agreed to by the applicant.
- iv. If the Official fails to act on an application for Development Plan Review, in accordance with Sec. 16-2-102.D, within the time period in provision iv above, the application shall be deemed approved, and the Town shall issue the applicant a letter of approval and written notice to proceed based on the submitted application.

ATTACHMENTS:

- A. DPR-000073-2026 - Narrative
- B. DPR-000073-2026 - Site Plan



January 22th, 2026
Via: Email Submission

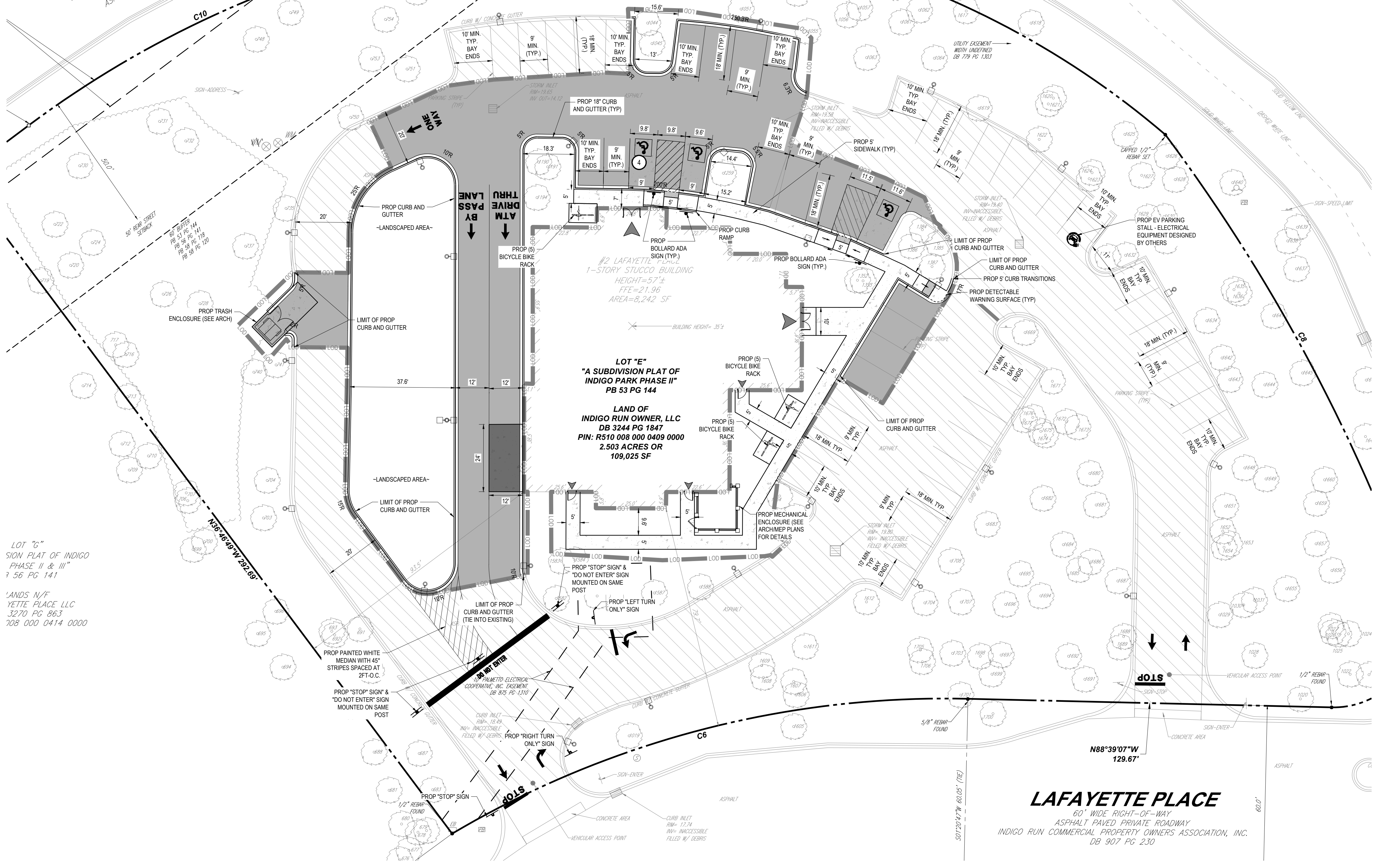
Town Of Hilton Head Community Development Department
One Town Center Court
Hilton Head Island, SC 29928

Bank Retrofit Project Narrative

The submitted plans propose site renovations on the existing Truist Bank located at 2 Lafayette Place, Hilton Head Island, SC. The current building will be retrofitted to house a new tenant, and the parking lot revised to meet ADA requirements. The current ADA spaces and access on the north side of the building currently do not meet requirements, so the new tenant is proposing to redo these spaces to be compliant. Additionally, the existing bank drive-thru lane and canopy will be demolished and replaced with an ATM drive-thru lane and large landscape island. This will result in the net removal of impervious area due to these improvements on site. Some areas of the asphalt will need to be fully removed and repaved to allow for precise grading, but the majority of the lot will be milled and overlaid as to not cause disturbance.

Please reference the attached construction documents for further details on this work.

WILLIAM HILTON PARKWAY
(U.S. HIGHWAY 278)
150' WIDE RIGHT-OF-WAY
ASPHALT PAVED PUBLIC ROADWAY



LOT "G"
SIGN PLAT OF INDIGO
PHASE II & III
1 56 PG 141
LANDS N/W
YETTE PLACE LLC
3270 PG 863
708 000 0414 0000

LOT "E"
"A SUBDIVISION PLAT OF
INDIGO PARK PHASE II"
PB 53 PG 144
LAND OF
INDIGO RUN OWNER, LLC
DB 3244 PG 1847
PIN: R510 008 000 0409 0000
2.503 ACRES OR
109,025 SF

LAFAYETTE PLACE
60' WIDE RIGHT-OF-WAY
ASPHALT PAVED PRIVATE ROADWAY
INDIGO RUN COMMERCIAL PROPERTY OWNERS ASSOCIATION, INC.
DB 907 PG 230

| ZONING TABLE | | |
|---------------------------------------------|------------------------------------------------------------------------------------|------------------|
| ZONING DISTRICT: MAIN STREET (MS) | | |
| USE: OTHER, COMMERCIAL SERVICES | | |
| APPLICANT/ OWNER INFORMATION | | |
| APPLICANT: | JPMORGAN CHASE N.A. 1111 POLARIS PARKWAY, COLUMBUS, OH 43240 | |
| PROPERTY OWNER: | INDIGO RUN OWNER LLC 41 ISLE OF VENICE DR. APT 302 FORT LAUDERDALE, FL 33301 | |
| BULK REQUIREMENTS | | |
| ITEM | REQUIRED | PROPOSED |
| MIN LOT AREA | N/A | 2,503 (AC) |
| MIN LOT WIDTH | N/A | TBD |
| MIN YARD SETBACKS | | |
| FRONT SETBACK | 20' | 20' |
| SIDE YARD SETBACK | 20' | 20' |
| REAR SETBACK | 50' | 50' |
| MAX PERMITTED HEIGHT | 45' | 35' - 2" |
| MIN LANDSCAPE BUFFERS | | |
| FRONT | NONE | - |
| SIDE | NONE | - |
| REAR | 60' | 60' |
| PARKING REQUIREMENTS | | |
| MINIMUM REQUIRED STALLS | 1 SPACE PER 350 SF GFA (24 SPACES) | 50 |
| ACCESSIBLE STALLS | 2 ADA SPACE FOR 26 TO 50 TOTAL SPACES | 2 |
| EV STALLS | 1 | 1 |
| BICYCLE PARKING | NONE SINCE EXISTING BUILDING IS NOT INCREASING SF | 15 |
| ZONING DISTRICT | | MAIN STREET (MS) |
| OVERLAY DISTRICT | N/A | |
| USE OF PROPERTY | BANK | |
| GROSS SITE ACRES | 2,503 AC | |
| NET SITE ACRES (GROSS ACRES-TIDAL WETLANDS) | 2,503 AC | |
| ALLOWED TOTAL DENSITY (NET ACRES X GFA) | 4,524 AC | |
| EXISTING BUILDING SQUARE FOOTAGE | 6,242 SF | |
| PROPOSED BUILDING SQUARE FOOTAGE | 0 ADDITIONAL | |
| TOTAL SQUARE FOOTAGE | 6,242 SF | |
| MAXIMUM BUILDING HEIGHT ALLOWED | 45' | |
| PROPOSED BUILDING HEIGHT | 35' 2" | |
| MAXIMUM ALLOWED IMPERVIOUS AREA PERCENTAGE | 60% | |
| CURRENT IMPERVIOUS AREA AND PERCENTAGE | 1.22 AC / 48.7% | |
| PROPOSED IMPERVIOUS AREA AND PERCENTAGE | 1.16 AC / 46.3% | |
| MINIMUM NUMBER OF PARKING SPACES REQUIRED | 1 SPACE PER 350 SF GFA (24 SPACES) | |
| EXISTING NUMBER OF PARKING SPACES ON SITE | 51 | |
| PROPOSED ADDITIONAL PARKING SPACES | 50 TOTAL SPACES | |
| AREA OF DISTURBANCE | 0.53 AC | |
| FLOOD ZONES | FEMA ZONE X | |

| PRE/POST IMPERVIOUS AREA SUMMARY TABLE | | | |
|----------------------------------------|-----------|-----------|-----------|
| | AREA (SF) | AREA (AC) | % OF SITE |
| PARCEL AREA | 109,025 | 2,503 | - |
| EXISTING IMPERVIOUS AREA | 53,143.2 | 1.22 | 48.7% |
| PROPOSED IMPERVIOUS AREA | 50,529.60 | 1.16 | 46.3% |
| NET CHANGE IN IMPERVIOUS AREA | -2,613.6 | -0.06 | -2.4% |

NOTE - ALL PARKING STALLS TO BE RESTRIPTED PER MINIMUM DIMENSIONS SHOWN ON THESE PLANS AFTER PAVEMENT IS OVERLAYED.

NOTE - EXISTING PAVEMENT THICKNESS WAS DETERMINED TO BE RELATIVELY THIN WITH NO SUBBASE MATERIAL BY GEOTECHNICAL ENGINEER. CONTRACTOR TO CONFIRM VIABILITY OF 1.5" MILL AND OVERLAY AND ADVISE OWNER IMMEDIATELY IF FULL DEPTH REPLACEMENT WILL BE REQUIRED

GENERAL NOTES

- PARKING SPACES SHALL BE MARKED WITH WHITE PAINTED LINES, EXCEPT WHERE ACCESSIBILITY REQUIREMENTS REQUIRE THAT SPACES BE DELINEATED IN BLUE. PAINTED YELLOW LINES ARE FOR MARKING NO PARKING AREAS.
- ALL UNDERGROUND UTILITIES SHOWN ARE EXISTING TO REMAIN UNLESS OTHERWISE SPECIFIED.

PAVING LEGEND

- REGULAR DUTY ASPHALT
 - CONCRETE SIDEWALK
 - HEAVY DUTY CONCRETE
 - 1.5" MILL AND OVERLAY (PER SCDOT STANDARDS/SPECIFICATIONS)
- SEE SECTION DETAILS ON SHEET C-901

THIS PLAN TO BE UTILIZED FOR SITE LAYOUT PURPOSES ONLY



| PAVEMENT CONSTRUCTION SUMMARY TABLE | |
|------------------------------------------|--------------------|
| APPROX. FULL DEPTH PAVEMENT REMOVAL AREA | AREA |
| APPROX. 1.5" MILL AND OVERLAY AREA | 26,522 SF (0.61AC) |
| TOTAL | 42,660 SF (0.98AC) |

BOHLER
BOHLER ENGINEERING NC, PLLC
SITE CIVIL AND CONSULTING ENGINEERING
CHECKED BY: [Signature]
PROGRAM MANAGER
LANDSCAPE ARCHITECTURE
SUSTAINABLE DESIGN
PERMITTING SERVICES
TRANSPORTATION SERVICES

| REVISIONS | | | | |
|-----------|---------|--------------------------------|----|------------|
| REV | DATE | COMMENT | BY | CHECKED BY |
| 1 | 2/26/26 | 1ST REVIEW TOWN OF HILTON HEAD | HM | MJ |

811
Know what's below.
Call before you dig.
ALWAYS CALL 811
It's fast. It's free. It's the law.

FOR CONCEPT PURPOSES ONLY

PROJECT No.: NCA250028-00-0A
DRAWN BY: HM
CHECKED BY: MJ
DATE: 10/27/2025
CAD ID: P-CIVIL-SITE

PROP. SITE PLAN DOCUMENTS
FOR
CHASE
PROPOSED CHASE BANK
2 LAFAYETTE PLACE
HILTON HEAD ISLAND, SC 29926
PID: R510 008 000 0409 0000

BOHLER
BOHLER ENGINEERING NC, PLLC
NCBELS P-1132
1927 S. TRYON STREET, SUITE 310
CHARLOTTE, NC 28203
Phone: (980) 272-3400
Fax: (980) 272-3401
NC@BohlerEng.com

CERTIFICATE OF AUTHORIZATION
BOHLER ENGINEERING NC PLLC NO. 4810
No. 35866
2/27/26

SITE PLAN
SHEET NUMBER:
C-301
REVISION 1 - 2/26/26