



Town of Hilton Head Island

Planning Commission Meeting

Wednesday, August 19, 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 July 15, 2026
 - b. Special Meeting Minutes of July 23, 2026
- 5. Unfinished Business**
- 6. New Business**
 - a. **STDV-000577-2026:** Public Hearing for consideration of a Street Name Request from Amanda Washington to name a street located off William Hilton Parkway. The affected properties are identified on Beaufort County Tax Maps as Parcels R511 007 000 066A 0000 and R511 007 000 066C 0000.
- 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.

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Municipal Association of South Carolina (MASC) Civility Pledge:

"I pledge to build a stronger and more prosperous community by advocating for civil engagement, respecting others and their viewpoints, and finding solutions for the betterment of my city or town."



Town of Hilton Head Island PLANNING COMMISSION MEETING Wednesday, July 15, 2026, 2:00 PM Minutes

1. Call to Order

Chairman Henz called the meeting to order at 2:00 pm. In attendance: Chairman Tom Henz, Vice Chair Ellen Whaley, and Commissioners Bill Redman, Joe DuBois and Jeff Turnbull. Absent were Commissioners, Bruce Siebold, Chuck Lobaugh Margaret Hewitt and Ed Cordes.

2. Pledge to the Flag

3. Adoption of the Agenda

Vice-Chair Whaley made a motion to adopt the agenda as presented. Commissioner Redman seconded. The motion passed unanimously.

4. Approval of the Minutes

a. Regular Meeting Minutes of June 17, 2026.

Vice-Chair Whaley made a motion to adopt the regular meeting minutes of June 17, 2026. Commissioner Redman seconded. The motion passed unanimously.

5. Unfinished Business

There was no unfinished business.

6. New Business

a. **STDV-000427-2026: Public Hearing** request from Tashika Simmons, owner of 78 Oakview Road, for a Street Name Application to name an existing access easement off Spanish Wells Road. The affected parcels are identified on Beaufort County Tax Maps as R510 010 000 004C 0000, R510 010 000 004B 0000, R510 010 000 0352 0000, R510 010 000 0004 0000, R510 010 000 004G 0000, R510 010 000 004F 0000 and R510 010 000 0404 0000.

Chairman Henz introduced the item and declared the Public Hearing open. Kathleen Litchfield, 911 Communications Manager, presented a Street Name Application to name an existing access easement off Spanish Wells Road. Staff recommends the Planning Commission approve the Delphine Rufus Court Street Name Application based on the criteria outlined in Land Management Ordinance Section 16-2-103.O.4. Following the opportunity for public comment and Commission discussion, the Public Hearing was closed.

Commissioner DuBois moved to approve the naming of the street as presented. Vice-Chair Whaley seconded. The motion passed unanimously.

- b. **STDV-000576-2026: Public Hearing** Request from Kenneth Simmons, owner of 686 Spanish Wells Road, for a Street Name Application to name an existing access easement off Spanish Wells Road. The affected parcel is identified on Beaufort County Tax Maps as R510 010 000 0016 0000.

Chairman Henz introduced the item and declared the Public Hearing open. Kathleen Litchfield, 911 Communications Manager, presented a Street Name Application to name an existing access easement off Spanish Wells Road. Staff recommends the Planning Commission approve the Kenneth Lane Street Name Application based on the criteria outlined in Land Management Ordinance Section 16-2-103.O.4. Following the opportunity for public comment and Commission discussion, the Public Hearing was closed.

Commissioner Redman moved to approve the naming of the street as presented. Commissioner DuBois seconded. The motion passed unanimously.

- c. **PPR-000590-2026: Public Hearing** request from Neal Eike, with the Town of Hilton Head Island, for an Application for Public Project Review for the property identified on Beaufort County Tax Maps as Parcels R550-014-000-0954-0000 & R550 010 000 0454 0000, also identified as 4 Helmsway Way for the renovation of the current skate park and the development of a new pump track on a Town owned parcel.

Chairman Henz introduced the item and declared the Public Hearing open. Shea Farrar presented an application for Public Project review for the renovation of the current skate park and the development of a new pump track on a Town-owned parcel. Following the opportunity for public comment and Commission discussion, the Public Hearing was closed. Commissioner Turnbull moved to approve the application as presented. Commissioner DuBois seconded. The motion passed unanimously.

- d. **Annual Traffic Monitoring and Evaluation Report** — Section 16-2-103.J.10 of the LMO provides that this report will be prepared and submitted to the Planning Commission annually by the Town Engineer

Theresa McVey, Traffic Operations Manager, presented the Commission with the Annual Traffic Monitoring and Evaluation Report. Ms. McVey advised the report summarizes trends in traffic demand within the Town, including July weekday traffic counts at intersections and on major arterials. Also summarized in the report are the results of operational analysis for the weekday morning and afternoon peak volume hours recorded at all the Town's signalized intersections and Sea Pines Circle. The report includes mitigation recommendations for intersections found to be non-compliant with the operational goals outlined in LMO Section 16-5-106.C. The only intersections found deficient relative to these goals in July 2025 was that of William Hilton Parkway with Squire Pope Road and Chamberlain Drive during the weekday afternoon peak volume hour. Ms. McVey also reported on the continuous traffic counts conducted on the Town's major arterials over a consecutive Tuesday, Wednesday and Thursday in July 2025. Ms. McVey answered questions from the Commission. Commissioner Whaley moved to forward the Annual Traffic Report to Town Council as presented. Commissioner DuBois seconded. The motion passed unanimously.

7. Public Comment - Non Agenda Items

Chester Williams, Esquire introduced Ms. Lola Campbell to the Commission. Ms. Campbell is working with Mr. Williams and is also a member of the Town's LMO Task Force. The Commission welcomed Ms. Campbell and stated they looked forward to working with her.

8. Commission Business

- a.** Nomination and Election of Officers for July 1, 2026 - June 30, 2027 Term.

Commissioner DuBois nominated Tom Henz for Chairman and Ellen Whaley for Vice-Chair for the Term July 1, 2026 through June 30, 2027. Commissioner Redman seconded. The motion passed unanimously.

- b.** Appointment of Board Secretary for July 1, 2026 - June 30, 2027 Term.

Due to changes in staff, this item will be heard at a future meeting.

9. Chairman's Report

10. Staff Reports

There were no staff reports.

11. Adjournment

The meeting was adjourned at 3:03 pm.

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 MEETING Thursday, July 23, 2026, 2:00 PM Minutes

1. Call to Order

Acting Chair Lobaugh called the meeting to order at 2:00 pm. Present were: Commissioners Chuck Lobaugh, Jeff Turnbull, Bruce Siebold, Bill Redman, Joe DuBois and Ed Cordes. Commissioners Margaret Hewitt, Chair Tom Henz and Vice-Chair Ellen Whaley were excused.

2. Pledge to the Flag

3. Adoption of the Agenda

Commissioner Turnbull moved to approve the agenda as presented. Commissioner DuBois seconded. The motion passed unanimously.

4. Approval of the Minutes

There were no minutes to approve.

5. Unfinished Business

6. New Business

- a. ZA-000925-2025 - Public Hearing request for a Master Plan Amendment by the Town of Hilton Head Island, owner, for a Rezoning Application to amend the Port Royal and Surrounds Master Plan as part of the Planned Development Mixed Use Zoning District (PD-1) for a 4.667 acre portion of the property identified on Beaufort County Tax Maps as Parcel R510 009 000 1199 0000, located on Union Cemetery Road, and shown on the plat entitled a Subdivision Plat of Lot 1 #50 Dillon Road prepared for St. James Baptist Church to add to the existing open space use designation religious uses meaning: churches, mosques, synagogues, and temples, and the accessory use of a fellowship hall, and related religious activities, including, without limitation, the operation of the St. James soup kitchen, and the hosting of community events in the Cherry Hill School, and public and government uses, as generally defined in the Land Management Ordinance, with an assigned nonresidential density of 14,000 square feet allowing for the relocation of St. James Baptist Church to this property. These proposed use additions are aligned with covenants, conditions, and restrictions that are being placed on the property as part of the relocation.

Acting Chair Lobaugh opened up the Public Hearing and invited staff's presentation. Shea Farrar presented the Application as included in the agenda packet and advised that staff recommends the Planning Commission find this application to be consistent with the Town's Comprehensive Plan and does serve to carry out the purposes of the Land

Management Ordinance (LMO), based on the Findings of Facts as determined by the LMO Official and enclosed in the staff report. Ms. Farrar indicated that staff recommends the Planning Commission recommend approval of this application to Town Council. Following the opportunity for public comment and Commission discussion, the Public Hearing was closed.

Commissioner Turnbull moved for approval of the Application as presented. Commissioner DuBois seconded. The motion passed unanimously.

7. Public Comment - Non Agenda Items

8. Commission Business

9. Chairman's Report

10. Staff Reports

11. Adjournment

The meeting was adjourned at 2:26 pm.

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

843-341-4757

FAX 843-842-8908

STAFF REPORT NEW STREET NAME

Case #	New Street Name	Public Hearing Date
STDV-000577-2026	Dorothy Lane	August 19, 2026

Parcel Data or Location:	Applicant/Agent
R511 007 000 066A 0000	APPLICANT – Amanda Washington, 39 Bradeen St, Roslindale MA, 02131

Application Summary

STDV-000577-2026 – Public Hearing request from Amanda Washington, owner of 126 William Hilton Pkwy, for a Street Name Application to name an existing access easement off Chamberlin Dr. The affected parcel as identified on Beaufort County Tax Maps is R511 007 000 066A 0000.

Staff Recommendation

Staff recommends the Planning Commission approve the Dorothy Lane street name application based on the criteria outlined in Land Management Ordinance Section 16-2-103.O.4 and enclosed herein.

Background

Amanda Washington, applicant, proposes to name an access easement located off Chamberlin Drive. Dorothy Lane will provide direct access to 4 homes on the parcel. Due to the zoning in this area (S – Stoney Mixed Use), up to 10 dwelling units are allowed on the parcel.

See Attachment A, Site Plan

As set forth in LMO Section 16-2-103.O.3.d, Decision-Making Body Review and Decision, the Commission shall hold a public hearing and make a final decision on the application based on the standards in LMO Section 16-2-103.O.4, Street/Vehicular Access Easement Review Standards.

Summary of Facts and Conclusion of Law

Criterion A: No new street or vehicular access easement, or proposed modification of the name of an existing street or vehicular access easement, shall duplicate, be phonetically similar to, or in any way be likely to be confused with an existing street or vehicular access easement, despite of the use of prefixes or suffixes. (LMO Section 16-2-103.O.4.a).

Findings of Fact:

1. Town staff, Town Fire & Rescue Dispatch, and Beaufort County Dispatch have determined Dorothy Lane is not duplicated within the Town or Beaufort County.
2. Town staff, Town Fire & Rescue Dispatch, and Beaufort County Dispatch have determined Dorothy Lane is not phonetically similar to an existing street or vehicular access easement.
3. Town staff, Town Fire & Rescue Dispatch, and Beaufort County Dispatch have determined Dorothy Lane will not likely be confused with an existing street or vehicular access easement.

Conclusion of Law:

1. The proposed street name Dorothy Lane meets the requirements of this criterion.

Summary of Facts and Conclusion of Law

Criterion B: Name(s) shall be simple, logical, easy to read and pronounce, and are clear and brief. Use of frivolous or complicated words or unconventional spellings in names shall not be approved. (LMO Section 16-2-103.O.4.b).

Findings of Fact:

1. Town staff, Fire & Rescue Dispatch, and Beaufort County Dispatch determined Dorothy Lane is simple, logical, easy to read and pronounce.
2. Town staff, Fire & Rescue Dispatch, and Beaufort County Dispatch determined Dorothy Lane is clear and brief.
3. Town staff, Fire & Rescue Dispatch, and Beaufort County Dispatch determined Dorothy Lane does not include frivolous or complicated words or unconventional spelling.

Conclusion of Law:

1. The proposed street name Dorothy Lane meets the requirements of this criterion.

Summary of Facts and Conclusions of Law

Criterion C: It is desirable to use names that have some association with Hilton Head Island and specifically with the immediate location of the street or place, such as reference to local history or physiographic features. (LMO Section 16-2-103.O.4.c).

Finding of Fact:

1. The proposed street name Dorothy Lane was chosen by the applicant as a way to honor her mother, Dorothy, who was born and raised on Hilton Head Island.

Conclusion of Law:

1. The proposed street name Dorothy Lane meets the requirements of this criterion.

Summary of Facts and Conclusion of Law

Criterion D: Use of a common theme is recommended for names of streets that are associated with one another, such as those within a residential development. (LMO Section 16-2-103.O.4.d).

Findings of Fact:

1. The proposed Dorothy Lane is not associated with other streets within a residential development.

Conclusion of Law:

1. This criterion does not apply to this application.

Summary of Facts and Conclusion of Law

Criterion E: Streets or vehicular access easements that continue through an intersection should generally bear the same name, except where the street crosses a major arterial or where existing address points on a street require that the street given a different name. (LMO Section 16-2-103.O.4.e).

Finding of Fact:

1. The proposed Dorothy Lane does not continue through an intersection.

Conclusion of Law:

1. This criterion does not apply to this application.

Summary of Facts and Conclusion of Law

Criterion F: A street or vehicular access easement making an approximate right-angle turn where there is no possibility of extending the street or vehicular access easement in either direction shall be considered to be continuous and continue the same name. Where there is a choice of direction or a possibility of extending either section in the future, such configuration shall be considered to be an intersection and the street/easement segments extending from the intersection shall bear different names. (LMO Section 16-2-103.O.4.f).

Findings of Fact:

1. The proposed Dorothy Lane would not make a right-angle turn.

Conclusion of Law:

1. This criterion does not apply to this application.

Summary of Facts and Conclusion of Law

Criterion G. New or modified street names should generally use Drive, Lane, Place, Road, Street, or Way as suffixes. The following street designations should only be used if the street design meets one of the following descriptions. This list is not intended to limit the use of other appropriate suffixes.

1. *Alley – A street providing vehicular access to the rear of lots or buildings, usually as a secondary means of access to a property.*
2. *Avenue – A street that is continuous.*
3. *Boulevard – A street with a landscaped median dividing the roadway.*
4. *Circle – A street with a complete loop on the end or a side street that intersects another street at two adjacent intersections.*
5. *Court – A street terminating in a cul-de-sac, not longer than 1,000 feet in length.*
6. *Extension – A section of street forming an additional length.*
7. *Parkway – A street designated as a collector or arterial road, with a landscaped median reflecting the parkway character implied in the name.*

(LMO Section 16-2-103.O.4.g).

Finding of Fact:

The proposed roadway is an access easement.

Conclusion of Law:

1. This criterion does not apply to this application.

Summary of Facts and Conclusion of Law

Criterion H. The suffixes Manor, Trace, and Common shall typically be used to name vehicular access easements. (LMO Section 16-2-103.O.4.h).

Finding of Fact:

1. The proposed name is Dorothy Lane. While “Lane” is not recommended for an access easement by the LMO, it is not prohibited.

Conclusion of Law:

1. The proposed street name Dorothy Lane meets the requirements of this criterion.

Summary of Facts and Conclusions of Law

Criterion I. Where natural barriers, intervening land uses, or developments that break an existing street into two separate streets that are not likely to be reconnected in the future, the streets shall be named in a manner that considers the potential economic impact of the number of address points and type of addresses impacted. (LMO Section 16-2-103.O.4.i).

Finding of Fact:

1. The subject street is not broken into two separate streets.

Conclusion of Law:

1. This criterion does not apply to this application.

PREPARED BY:

KML

Kathleen Litchfield
911 Communications Manager

July 30, 2026

DATE

REVIEWED BY:

DATE

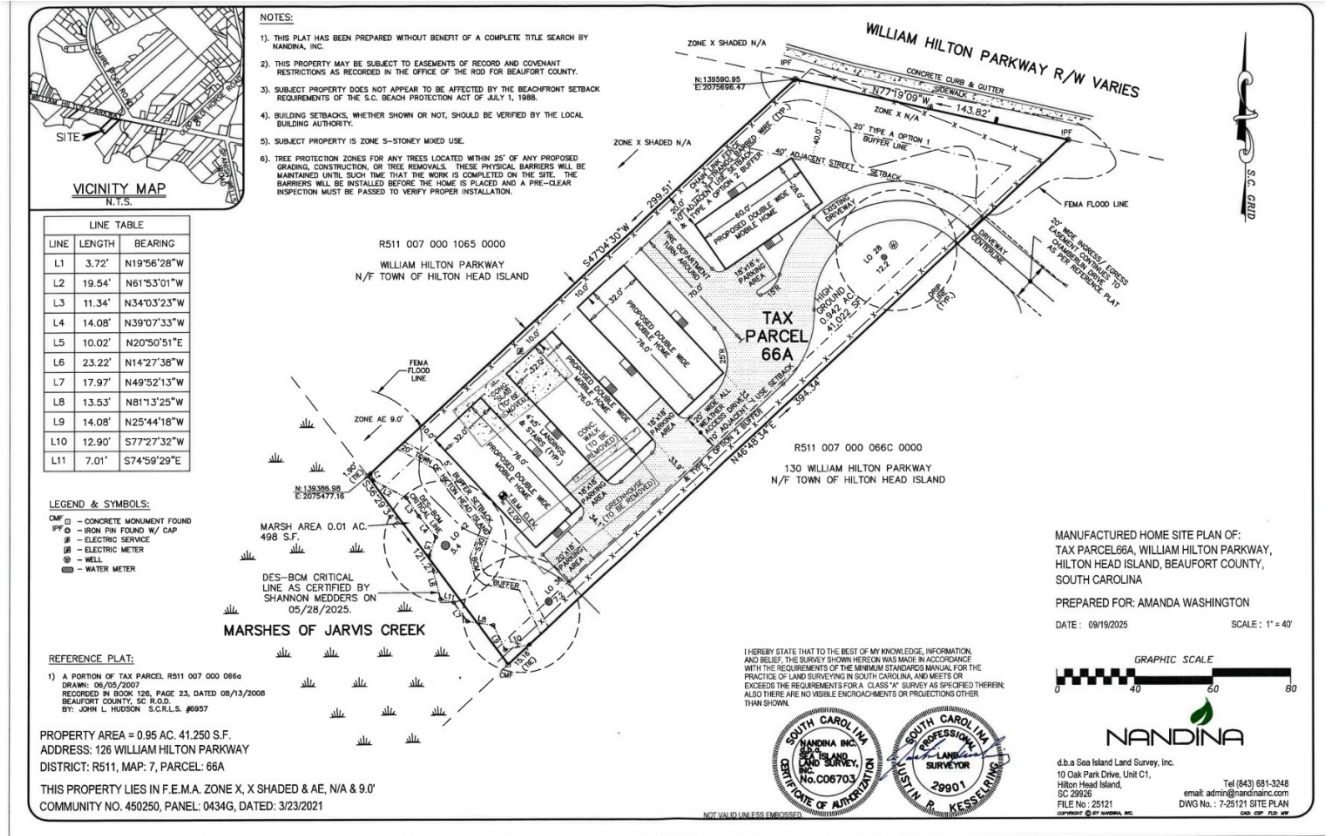
REVIEWED BY:

DATE

ATTACHMENTS:

- A) Site Plan
- B) Applicant's Narrative

A) Site Plan



B) Applicant's Narrative

FC-001042-2025

0577-
2026

Street Names Narrative:

We would like to use some of our ancestors'/family names as street names. We have no preference to whether they are listed as; Drive, Lane, Place, Street or Way.

Moses Place - The property was originally handed down from our Great-Grand Moses

Dorothy Way - Our mother born and raised on Hilton Head Island, SC

Sallie Mae Drive - My grandmother Sallie Mae Middleton also born on Hilton Head Island, SC

Amanda Lane - Current owner of property. born on Hilton Head Island, SC

Sarah Ann Drive - Our Great-Grand Sarah Ann

Minnie Lane - Is the middle name of a family member

Bubba Drive - We called Great uncles Bubba Thomas and Kirby but those names are used.

Respectfully submitted,

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