



Town of Hilton Head Island

Planning Commission Meeting

Wednesday, September 18, 2024, 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 June 20, 2024
- 5. Unfinished Business**
- 6. New Business**
 - a. **Public Hearing**
PPR-001137-2024: Application for Public Project Review from Trey Griffin, with Wood & Partners, Inc., on behalf of the Town of Hilton Head Island, for a project adjacent to Coligny Circle to improve existing drainage facilities and add connectivity and other improvements to create a small pocket park. The affected property is located at 109 Pope Avenue.
- 7. Public Comment - Non Agenda Items**
- 8. Commission Business**
- 9. Chairman's Report**
- 10. Staff Reports**
 - a. Land Management Ordinance and Districts Project Updates
- 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 Thursday, June 20, 2024, 2:00 PM Minutes

1. Call to Order

Chairman Siebold called the meeting to order at 2:00 p.m. Present were: Chairman Siebold, Rick D'Arienzo, John Campbell, Albert Mealer, Ellen Whaley, Chuck Lobaugh and Tom Henz. Absent were Vice-Chairman Mark O'Neil and Joseph DuBois.

2. Pledge to the Flag

3. Adoption of the Agenda

Commissioner Henz moved to Approve the Agenda as presented. Commissioner Mealer seconded. The Agenda as presented was approved unanimously.

4. Approval of the Minutes

a. Regular Meeting Minutes of May 15, 2024

Commissioner Campbell moved to approve the Minutes of May 15, 2024. Commissioner Lobaugh seconded. The Minutes of May 15, 2024 were unanimously approved.

5. Appearance by Citizens

No citizens spoke at the meeting and there were no comments left on the Open Town Hall Portal.

6. Unfinished Business

None

7. New Business

a. STDV-000525-2024: Consideration of a Public Hearing for Valeria Plasse, owner of 13 Marshland Road, proposing to name a driveway off Marshland Road. The affected parcel is R510 008 000 013G 0000 - *Joheida Fister, Deputy Fire Chief*

Chairman Siebold introduced the item and declared the Public Hearing open. Joheida Fister, Deputy Fire Marshall introduced Kathleen Litchfield, 911 Communications Manager who would be making today's presentation. Valeria Plasse, of 13 Marshland Road, proposes to name a driveway located off Marshland Road. American Lady Way will provide direct access to the two homes on the parcel and will serve a maximum of two homes. Staff recommends the Planning Commission approve the American Lady Way street name application based on the criteria outlined in Land Management Ordinance

Section 16-2-103.0.4. No comments were made by the public. Chairman Siebold closed the Public Hearing. A motion to approve the driveway name was made by Commissioner Henz and seconded by Commissioner Lobaugh. The motion passed unanimously.

b. Nomination and Election of Officers for July 1, 2024 - June 30, 2025.

Chairman Siebold asked for nominations for Chairman. Commissioner Whaley nominated Bruce Siebold for Chairman. Commissioner Lobaugh seconded. By a unanimous vote, Bruce Siebold was re-elected as Chairman.

Commissioner Siebold asked for nominations for Vice-Chairman. Commissioner Henz nominated Mark O'Neil for Vice-Chairman. Commissioner Campbell seconded. By a unanimous vote, Mark O'Neil was re-elected as Vice-Chairman.

Chairman Siebold mentioned that Town Council met earlier this week and they announced appointments to Commissions and Committees for the Town. A gentleman named Ed Cordes will be joining the Planning Commission in July as a new Member. Commissioner Whaley, Commissioner Henz, Commissioner Lobaugh and myself will be returning for a second term.

8. Commission Business

None

9. Chairman's Report

Chairman Siebold asked Commissioner D'Arienzo to join him at the podium. Chairman Siebold presented Commissioner D'Arienzo with a Certificate of Appreciation and mentioned that this was Commissioner D'Arienzo's last meeting. He has finished up his three year term with distinction and has been a valuable member of the Commissioner. Chair Siebold thanked Commissioner D'Arienzo for his service to the Community and the Planning Commission.

10. Staff Reports

- a. DPR-000045-2024: Major Development Plan at 232 South Sea Pines Drive for South Beach Marina - *Brian Eber, Development Services Manager***

Trey Lowe, Senior Planner mentioned that Town staff continuously looks for ways to improve its processes. One change implemented by staff for the Development Review Program is to require all Development Plan Review applications for new commercial development and Major Subdivision applications be shared with the Planning Commission.

There is a new Development Plan Review application ready to be shared with the Planning Commission - DPR-000045-2024 - 232 South Sea Pines Drive (South Beach Marina.) The proposed renovation project is an upgrade to South Beach Marina, grounded in the appeal that has brought families to the southern tip of Hilton Head Island for over three decades and will compliment and expand the coastal aesthetic and provide additional space adjacent to the water's edge. Comprising approximately one acre of the

roughly six acre South Beach Marina, the project area will reduce the overall building impervious footprint and reorganize uses. The existing mix of lodging, restaurant and retail (South Beach Inn and Vacation Rentals, Wreck of the Salty Dog, Jake's Cargo, A Shore Thing) found in the +/-12,500 sf to multiple buildings will transition to restaurant and retail uses exclusively within two buildings totaling +/-10,000 sf.

Mr. Lowe addressed several questions from the Commission regarding the project.

11. Adjournment

The meeting was adjourned at 2:19 p.m.

APPROVED:

The recording 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

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STAFF REPORT PUBLIC PROJECT REVIEW

Case #	Project Name	Public Hearing Date
PPR-001137-2024	Coligny Circle Pocket Park (adjacent to Coligny Plaza)	September 18, 2024

Project Location	Applicant
109 Pope Avenue Hilton Head Island, SC 29928 Parcel R552 018 000 0244 0000	Trey Griffin Town of Hilton Head Island 1 Town Center Court Hilton Head Island, SC 29928

Application Summary

Application for a Public Project Review (PPR) from the Town of Hilton Head Island is proposing development of a new park on a Town-owned parcel located between Coligny Circle and the Coligny Plaza shopping center.

Staff Recommendation

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

Background

Parks and Recreation is one of the Major Core Values under the Town's Our Plan. Under the Parks and Recreation Core Value, there are 8 Major Goals, one of them being to continue to promote and prioritize the value parks and recreation add to the Island community. This area along Coligny Circle, the junction of three of the Town's most predominant corridors, Pope Ave., North Forest Beach Dr., and South Forest Beach Dr., is adjacent to one of the Town's most highly used multi-use pathways is highly visible and in need of revitalization.

Description of Project

The proposed development will be a passive use pocket park, providing enhanced pathway connections on a heavily traveled pathway corridor, and will provide new accessible and inclusive civic space that allows for pedestrian connectivity from the multi-use path to the adjacent retail center (Coligny Plaza). Civic gathering space will energize the park and provide enhanced visual continuity between public and private properties. The existing 8' wide multi-use path will be replaced with a new 12' wide path to safely accommodate both pedestrian and bicycle movements.

The existing dry pond currently serves as a surge relief valve for the undersized pipeline within the Coligny Circle right-of-way. This area will be reshaped as part of the park project and will have equal or greater storage volume than the existing condition. The stormwater feature will be designed as a bio-retention area with indigenous wetland grass areas creating a visual amenity. Interpretive signage overlooking and explaining the bio-retention area is also proposed.

Location, Character, and Extent

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

Summary of Facts and Conclusions of Law

Findings of Fact:

1. LMO Appendix D-24, Application Deadlines, requires applications before the Planning Commission to be submitted to the LMO Official 30 calendar days prior to the meeting. The applicant submitted the application for this project on August 6th, 2024.
2. LMO Section 16-2-102.E.1, Hearing Scheduling, states that when an application is subject to a hearing, the LMO Official shall ensure that the hearing on the application is scheduled for a regularly scheduled meeting of the body conducting the hearing or a meeting specialty called for that purpose by such body. The LMO Official scheduled the public hearing on the application for the September 18th, 2024, 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 September 18th, 2024, public hearing was published in the Island Packet on September 1st, 2024, which is 17 calendar days before the hearing date.
4. LMO Section 16-2-102.E.2, Hearing Notice, requires the applicant to mail a notice of the public hearing by first-class mail to the owner(s) of the land directly contiguous to the proposed project no less than 15 calendar days before the hearing date. The applicant mailed notices of the September 18th, 2024, public hearing by first-class mail to such owner(s) of the land on August 30th, which is 19 calendar days before the hearing date.

Conclusions of Law:

1. The application was submitted 43 calendar days prior to the meeting date, in compliance with LMO Appendix D-24.
2. The LMO Official scheduled the public hearing on the application for the September 18th, 2024, 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 19 calendar days before the hearing date, in compliance with LMO Section 16-2-102.E.2.

Summary of Facts and Conclusions of Law

Findings of Fact:

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

Parks & Recreation Community Theme

Strategies & Tactics - Pathways

- 5.1: Identify areas for improved access to public pathways and expansions of the current system that enhance user experiences in new ways.

Infrastructure - Core Value

Strategies & Tactics

- 1.9: Plan for, expand, and enhance the multi-use pathway network to provide a comprehensive, Island-wide network that provides for recreational opportunities and an alternative means of transportation to, from, and on the Island.
- 1.9.1: Continue to assess the viability of providing new or improved multi-use pathways and supporting infrastructure in conjunction with each Town road improvement project.

Conclusions of Law:

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

- The proposed project will improve Island-wide pathway connectivity, in compliance with the Accessibility Strategy for Parks & Recreation.

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

- The proposed project will allow for improved, multi-modal connectivity that promotes the character of the Island, and is in compliance with the Infrastructure Core Value.

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

- The proposed project supports the infrastructure strategy and tactics to expand and enhance the multi-use pathway network, which is in compliance with the Infrastructure Core Value.

LMO Official Determination

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

Planning Commission Determination and Motion

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

PREPARED BY:

TL

Trey Lowe, Senior Planner

September 11, 2024

DATE

REVIEWED BY:

SF

Shea Farrar, Principal Planner and Board
Coordinator

September 11, 2024

DATE

BE

Brian Eber, Development Services Manager

September 11, 2024

DATE

ATTACHMENTS:

- A) Location Map
- B) Existing Conditions
- C) Proposed Plans



TOWN OF HILTON HEAD ISLAND
ONE TOWN CENTER COURT
HILTON HEAD ISLAND, S.C. 29928
PHONE (843) 341-4600
Date Created:
Project - map.mxd

Town of Hilton Head Island

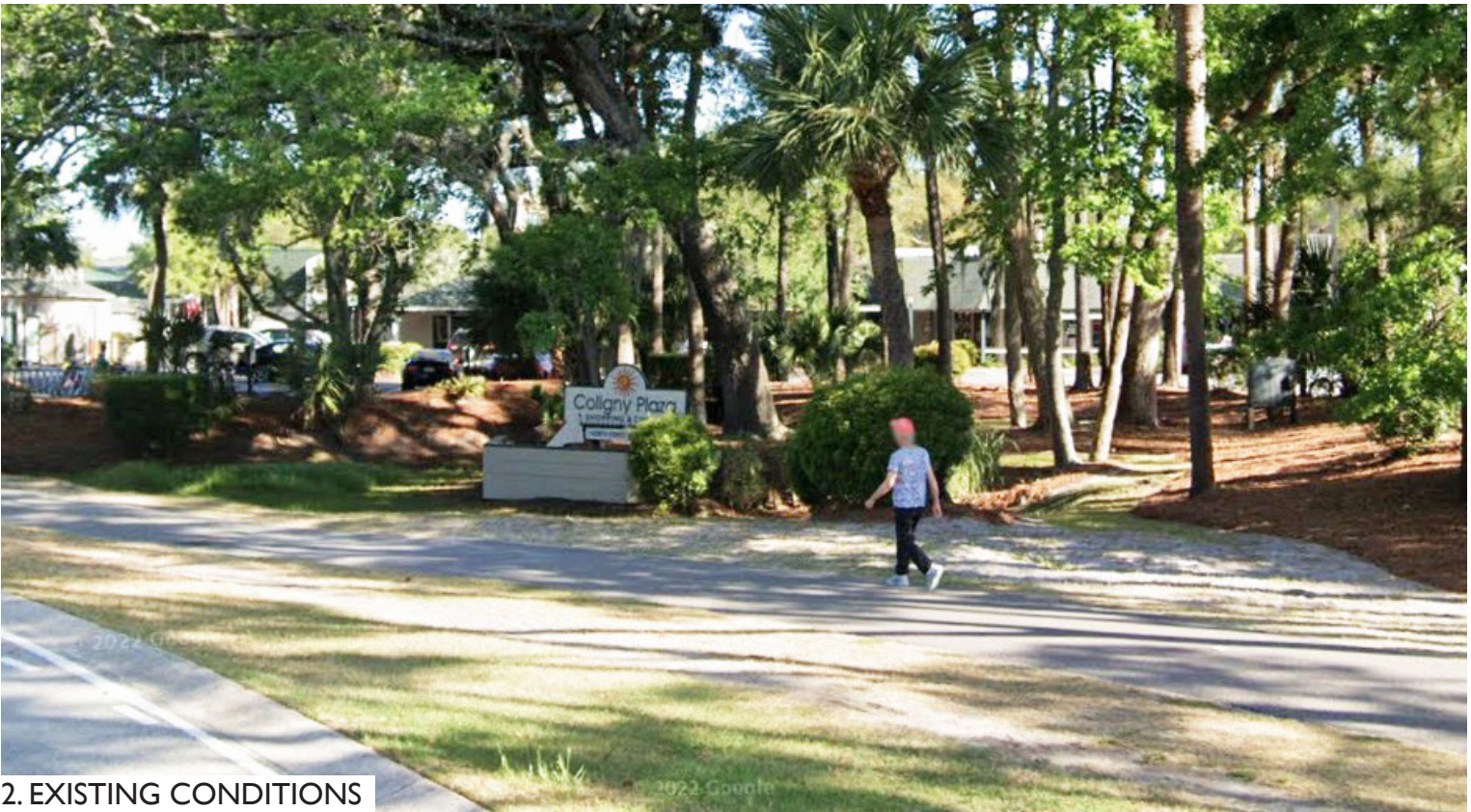
Location Map
August 30, 2024



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 data shown. The Town of Hilton Head Island assumes no liability for its accuracy or date of completion.



1. EXISTING CONDITIONS



2. EXISTING CONDITIONS



3. EXISTING CONDITIONS



4. EXISTING PARKING



5. ENTRY LOOKING FROM PEDESTRIAN WALK



6. ENTRY LOOKING FROM COLIGNY CIRCLE



7. ADJACENT PEDESTRIAN CONNECTION



8. ADJACENT COMMERCIAL

GRAPHIC LEGEND

-  **Specimen Tree**
-  **High Quality Tree**
-  **Low Quality Tree**
-  **Storm Drainage**
-  **Bioretention Area**
-  **Pedestrian Circulation**
-  **Pedestrian Connection To Adjacent Commercial**
-  **Multi-Use Expanded Walk**
-  **Civic Plaza**
-  **Existing Conditions Photo Locations**
-  **Property Boundary**

