

Attachment 7
Hilton Head Medical Center, LLC Annexation,
Zoning Map Amendment, Comprehensive Plan Future Land Use Map Amendment,
Buckwalter Development Agreement Amendment, and Buckwalter Concept Plan Amendment
Application Meeting Sequence
DRAFT
(Dates Are Subject to Change)

Meeting	Date	Task Description/ Application(s) for Review	Action(s)	Notes
Pre-Application Meeting	December 2024	Annexation Petition	Review of Application Requirements and Timeline	
		Comprehensive Plan Amendment		
		Zoning Map Amendment		
		Development Agreement Amendment		
		Concept Plan Amendment		
Application Submittal Meeting	September 1, 2025	Annexation Petition	Submittal of Revised Annexation Petition	
Town Council “Intent to Annex”, Acceptance of Petition & Referral to Negotiating Committee	October 14, 2025	Annexation Petition	Town Council acceptance of petition by majority vote if they desire to move forward with the request & referral to the Negotiating Committee if deemed necessary	
Negotiating Committee Meeting	TBD	Annexation Petition	If required pursuant to Town Council vote to refer application to the Negotiating Committee. Discussion, negotiation, and recommendation to Planning Commission and Town Council	
		Comprehensive Plan Amendment		
		Zoning Map Amendment		
		Development Agreement Amendment		
		Concept Plan Amendment		
Negotiating Committee Meeting	TBD	Annexation Petition	If second meeting is deemed necessary	
		Comprehensive Plan Amendment		
		Zoning Map Amendment		
		Development Agreement Amendment		
		Concept Plan Amendment		
Submittal of Revisions for Planning Commission Workshop Packet	TBD	Annexation Petition	Resubmittal of Applications with Revised Materials	
		Comprehensive Plan Amendment		
		Zoning Map Amendment		
		Development Agreement Amendment		
		Concept Plan Amendment		

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Planning Commission Workshop	TBD	Annexation Petition Comprehensive Plan Amendment Zoning Map Amendment Development Agreement Amendment Concept Plan Amendment	Discussion and Comments for Consideration.	
Public Hearing Notice 30 days Prior to Public Hearing	TBD	Annexation Petition ☐ ☐ ☐ Comprehensive Plan Amendment ☐ ☐ Zoning Map Amendment ☐ ☐ ☐ Development Agreement Amendment ☐ ☐ Concept Plan Amendment ☐ ☐	Mail letters notifying adjacent property owners within 500' radius of pending applications and upcoming rescheduled Planning Commission Public Hearing ☐ Post the property ☐ Newspaper Notification ☐	
Submittal of Revisions for Planning Commission Public Hearing Packet	TBD	Annexation Petition Comprehensive Plan Amendment Zoning Map Amendment Development Agreement Amendment Concept Plan Amendment	Any revisions to plans will need to be resubmitted by this date to provide adequate time for staff to review and comment.	
Planning Commission Public Hearing & Recommendation to Town Council	TBD	Annexation Petition ☐ Comprehensive Plan Amendment ☐ Zoning Map Amendment ☐ Development Agreement Amendment ☐ Concept Plan Amendment ☐	Public Hearing and Recommendation to Town Council Public Hearing Cases ☐	
Submittal of Revisions for Town Council 1 st Readings Packet	TBD	Annexation Petition Comprehensive Plan Amendment Zoning Map Amendment Development Agreement Amendment Concept Plan Amendment	Any revisions to plans will need to be resubmitted by this date to provide adequate time for staff to review and comment.	

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Town Council Ordinance 1 st Readings	TBD	Annexation Petition Comprehensive Plan Amendment Zoning Map Amendment Development Agreement Amendment Concept Plan Amendment	Ordinance 1 st Readings	
Public Hearing Notice 30 days Prior to Town Council Public Hearing	TBD	Annexation Petition ☐ ☐ ☐ Comprehensive Plan Amendment ☐ ☐ Zoning Map Amendment ☐ ☐ ☐ Development Agreement Amendment ☐ ☐ Concept Plan Amendment ☐ ☐	Letters notifying adjacent property owners within 500' radius of pending applications and upcoming Town Council Public Hearing ☐ Post the property ☐ Newspaper Notification ☐	
Submittal of Revisions for Town Council Public Hearing and 2 nd & Final Reading Packet	TBD	Annexation Petition Comprehensive Plan Amendment Zoning Map Amendment Development Agreement Amendment Concept Plan Amendment	Any revisions to plans will need to be resubmitted by this date to provide adequate time for staff to review and comment.	
Town Council Public Hearing & Ordinance 2 nd and Final Readings	TBD	Annexation Petition ☐ Comprehensive Plan Amendment ☐ Zoning Map Amendment ☐ Development Agreement Amendment ☐ Concept Plan Amendment ☐	Public Hearing and Ordinance 2 nd and Final Readings Public Hearing Cases ☐	