



Town of Hilton Head Island
**Construction Board of Adjustments & Appeals
Meeting**

Tuesday, October 26, 2021, at 5:00 pm Virtual Meeting

MEETING MINUTES

Present from the Committee: Chairman Jay Owen, Vice Chairman Neil Gordon, Will Okey, Ling Graves, Frank Guidobono, Randy May, Joe Nix, Douglas Pine, Mark Ellis

Absent from the Committee: Robert Zinn (excused), Michael Lynes (excused)

Present from Town Staff: Chris Yates, Interim Community Development Director; Teri Lewis, Deputy Community Development Director; Teresa Haley, Senior Administrative Assistant; Vicki Pfannenschmidt, Temporary Administrative Assistant

1. Call to Order

Chairman Owen called the meeting to order at 5:00 p.m.

2. FOIA Compliance

Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.

3. Roll Call – See as noted above.

4. Approval of Agenda

Vice Chairman Gordon moved to approve the agenda as presented. Mr. Pine seconded. By way of roll call, the motion passed by a vote of 9-0-0.

5. Approval of Minutes – Special Meeting of March 30, 2021

Mr. Nix moved for approval. Mr. Pine seconded. By way of roll call, the minutes of the special meeting of March 30, 2021, were approved by a vote of 9-0-0.

6. Appearance by Citizens

Public comments concerning agenda items were to be submitted electronically via the Open Town Hall portal. The comments were provided to the Board for review and made part of the official record. Citizens were also provided the option to give public comment during the meeting by phone. There were no requests to give public comment by phone.

7. Unfinished Business – None

8. New Business

a. Review and Adoption of 2022 Meeting Schedule

Vice Chairman Gordon moved to approve. Mr. Okey seconded. By way of roll call, the motion passed by a vote of 9-0-0.

9. Staff Report

Chairman Owen reported that on June 15, 2021, Town Council approved appointments and reappointments to Boards and Commissions. The following Construction Board of Adjustments and Appeals members were reappointed for a term ending June 30, 2025: Neil Gordon as an Architect member; Ling Graves as a General Contractor member; and Frank Guidobono as a Building Industry Alternate member. Chairman Owen stated they each accepted the nomination.

Chris Yates reported he reached out to the newly reappointed members and scheduled individual swearing in ceremonies. On August 19, 2021, he administered the Oath of Office to each member. He thanked them for accepting re-appointment to the Board and for adjusting their schedules to complete the swearing in.

Mr. Yates also thanked all Board members for serving on the Construction Board of Adjustments and Appeals. He stated their service to the Town of Hilton Head Island is very much appreciated.

10. Adjournment

The meeting adjourned at 5:07 p.m.

Submitted by: Vicki Pfannenschmidt, Secretary

Approved: May 24, 2022