



Town of Hilton Head Island  
**Planning Commission Meeting**

January 18, 2023, at 2:00 p.m.

## **MEETING MINUTES**

**Present from the Commission:** Mike Scanlon, Chairman; Mark O'Neil, Vice-Chairman, Bruce Siebold; Rick D'Arienzo; Tom Henz; John Campbell

**Present from Town Staff:** Shea Farrar, Senior Planner; Karen Knox, Senior Administrative Assistant; Brian Glover, Administrative Assistant

**Present from Town Council:** Tamara Becker

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### **1. Call to Order**

Chairman Scanlon called the meeting to order at 2:00 p.m.

### **2. Pledge of Allegiance**

### **3. 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 Town of Hilton Head Island requirements.

### **4. Roll Call**

As noted above.

### **5. Approval of Agenda**

Chairman Scanlon asked for a Motion to approve the Agenda. Commissioner Siebold moved to approve. Commissioner Henz seconded. By a show of hands, the Motion passed with a vote of 6-0-0.

### **6. Approval of Minutes**

#### **a. Meeting of December 21, 2022**

Chairman Scanlon asked for a Motion to approve the Minutes of the December 21, 2022, meeting. Commissioner Henz moved to approve. Commissioner Siebold seconded. By a show of hands, the Motion passed with a vote of 6-0-0.

### **7. Appearance by Citizens**

Public comments concerning agenda items were to be submitted electronically via the Open Town Hall portal. Copies of the comments were sent to the Commissioners and will be made part of the official record. No citizens signed up to speak at the meeting and no comments were received via the Open Town Hall Portal.

**8. Unfinished Business**

None

**9. New Business**

None

**10. Commission Business**

None

**11. Chairman's Report**

**a. Rules of Procedure**

Chairman Scanlon stated because we are operating without three members of the Planning Commission right now, we must do some work regarding our Sub-Committees. He is Ex-Officio on all the Sub-Committees and in order to make him a voting member, he entertained a motion to suspend the Rules so that he can vote on the Sub-Committees until such time as we have a full complement of Commissioners. Commissioner O'Neil moved to suspend Section 2.7.A of the Planning Commission Rules of Procedures as it pertains to the prohibition against the Chairman from being a voting member of the Sub-Committees. Commissioner Campbell seconded. By a show of hands, the Motion passed with a vote of 6-0-0.

**12. Committee Reports**

**CIP** – The Committee is meeting today at 2:30 to review the FY2024 Capital Improvement Program.

**Comp Plan** – No report.

**Gullah Geechee Task Force** – No report.

**LMO Committee** – There is an LMO Swot Analysis Meeting taking place now with Town staff and the Consultants.

**Rules of Procedure** – No report.

**13. Staff Reports** – No report

**14. Adjournment**

Chairman Scanlon adjourned the meeting at 2:04 p.m.

**Submitted by:** Karen D. Knox  
Senior Administrative Assistant

**Approved:** February 15, 2023