



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

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

## **MEETING MINUTES**

**Present from the Commission:** Bruce Siebold, Chairman; Mark O'Neil, Vice-Chairman; Tom Henz; John Campbell; Albert Mealer, Chuck Lobaugh; Ellen Whaley; Joseph DuBois

**Absent from the Commission:** Rick D'Arienzo

**Present from Town Staff:** Missy Luick, *Director of Planning*; Brian Eber, Development Services Manager; Shea Farrar, *Principal Planner*; Ashley Goodrich, *Principal Planner*; Trey Lowe Senior Planner, Jessica McFiggins, *Community Development Coordinator*, Karen Knox, *Board Secretary*

**Present from Town Council:** David Ames, Tamara Becker, Patsy Brison

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

Chairman Siebold 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 Siebold asked for a Motion to approve the Agenda. Commissioner Henz moved to approve. Commissioner Mealer seconded. By a show of hands, the Motion passed with a vote of 8-0.

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

#### **a. September 20, 2023 Regular Meeting**

Commissioner O'Neil moved to approve the Minutes of September 20, 2023. Commissioner Mealer seconded. The Minutes of September 21, 2023 were unanimously approved.

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

No citizens spoke regarding items not on the Agenda. One comment was received on the Open Town Hall Portal. Copies were sent to the Commission and will be made part of the official record.

**8. Unfinished Business**

None

**9. New Business**

None

**10. Commission Business**

None

**11. Chairman's Report**

None

**12. Staff Reports**

- a. Development Plan Review – DPR-000946-2023 – 20 Olive Shell Ct.

Trey Lowe advised the Commission staff is continuously looking for ways to improve its processes and that one recent change implemented by Staff for the Development Review Program is to require all Development Review Applications for new commercial development and Major Subdivision Applications be shared with the Planning Commission. The Applications will be presented by Staff for information purposes only. This will provide a way for the Planning Commission and the general public to be made aware of all new development being proposed on Hilton Head Island.

Mr. Lowe provided staff's presentation of DPR-000946-2023 – 20 Olive Shell Ct. as included in the packet with the Commission.

**13. Adjournment**

Chairman Siebold adjourned the meeting at 2:41 p.m.

**Submitted by:** Karen D. Knox  
Board Secretary

**Approved:** November 15, 2023