



**The Town of Hilton Head Island**  
**Regular Planning Commission Meeting**  
**Wednesday, July 6, 2011**  
**9:00 a.m. Benjamin M. Racusin Council Chambers**  
**AGENDA**

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As a Courtesy to Others Please Turn Off All Cell Phones and Pagers during the Meeting.

- 1. Call to Order**
- 2. Pledge of Allegiance to the Flag**
- 3. Roll Call**
- 4. Freedom of Information Act 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.
- 5. Swearing in Ceremony for New and Returning Planning Commissioners**  
New Planning Commissioner - Mr. David Bennet  
Returning Planning Commissioners: Mr. Tom Lennox and Ms. Gail Quick  
Swearing In Ceremony Performed by: Mayor Pro Tem Ken Heitzke
- 6. Approval of Agenda**
- 7. Approval of Minutes - Planning Commission Meeting of June 15, 2011**
- 8. Appearance by Citizens on Items Unrelated to Today's Agenda**
- 9. Unfinished Business**  
None
- 9. New Business**  
None
- 10. Commission Business**
- 11. Chairman's Report**  
Committee Appointments 2011- 2012
- 12. Committee Reports**
- 13. Staff Reports**
- 14. Adjournment**

Please note that a quorum of Town Council may result if four or more of their members attend this meeting.

**THE TOWN OF HILTON HEAD ISLAND**  
**Planning Commission**  
**Minutes of the Wednesday, June 15, 2011 Meeting**      **DRAFT**  
**3:00p.m. – Benjamin M. Racusin Council Chambers**

Commissioners Present: Vice Chairman Loretta Warden, Tom Crews, Jack Docherty,  
Terence Ennis, Terry Leary, Tom Lennox, Gail Quick, and  
Charles Young

Commissioners Absent: Chairman Al Vadnais

Town Council Present: Bill Ferguson

Town Staff Present: Shawn Colin, Comprehensive Planning Division Manager  
Shea Farrar, Senior Planner, Comprehensive Planning Division  
Kathleen Carlin, Secretary & Administrative Assistant

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- 1. CALL TO ORDER**  
Vice Chairman Loretta Warden called the meeting to order at 2:30p.m.
- 2. PLEDGE OF ALLEGIANCE TO THE FLAG**
- 3. ROLL CALL**
- 4. FREEDOM OF INFORMATION ACT**  
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.
- 5. APPROVAL OF THE AGENDA**  
The agenda was **approved** as presented by general consent.
- 6. APPROVAL OF THE MINUTES**  
The minutes of the regular May 4, 2011 meeting were **approved** as presented by general consent.
- 7. APPEARANCE BY CITIZENS ON ITEMS UNRELATED TO TODAY'S AGENDA**  
None
- 8. UNFINISHED BUSINESS**  
None
- 9. NEW BUSINESS**  
None

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2 **10. COMMISSION BUSINESS**

3 A. Confirmation of the Nominating Committee for the Election of Officers 2011 – 2012

4 Acting Chairman Warden reported that the Rules of Procedure require that the Chairman  
5 appoint a Nominating Committee and that the Planning Commission confirm the appointment  
6 of the Nominating Committee. Confirmation by the Planning Commission is to be in advance  
7 of the Nominating Committee's development of a list of nominees for the offices of Chairman  
8 and Vice Chairman.

9 On May 4, 2011 Chairman Vadnais appointed a Nominating Committee consisting of Mr.  
10 Jack Docherty, Mr. Terry Ennis, and Ms. Terry Leary.

11 Confirmation of the Nominating Committee was subsequently delayed by the cancellation of  
12 the following two meetings (May 18<sup>th</sup> and June 1<sup>st</sup>). The Planning Commission will confirm  
13 the Nominating Committee today in compliance with the Rules of Procedure.

14 Acting Chairman Warden then requested that a motion be made to confirm the appointment of  
15 the Nominating Committee. Commissioner Quick made the **motion to confirm**. The motion  
16 was **seconded** by Commissioner Crews and **passed** with a vote of 8-0-0.

17 The Nominating Committee stated that they would like to meet in Conference Room 3 to  
18 discuss and formulate a recommendation. Acting Chairman Warden called a temporary recess  
19 at this point to allow time for the Nominating Committee to meet. The meeting recessed at  
20 3:10pm and reconvened at 3:20pm. When the meeting convened, Acting Chairman Warden  
21 requested that the Nominating Committee present their report.

22 Commissioner Docherty presented the report on behalf of the Nominating Committee. Mr.  
23 Docherty stated that the Nominating Committee wishes to nominate Mrs. Loretta Warden to  
24 serve as Chairman (July 1, 2011 to June 30, 2012.) There were no further nominations for the  
25 office of Chairman. Mr. Docherty made the **motion to nominate** Mrs. Warden as the new  
26 Chairman. Ms. Quick **seconded** the motion and the motion **passed** with a vote of 8-0-0. Mrs.  
27 Warden **accepted** the nomination to serve as Chairman for the term of July 1, 2011 – June 30,  
28 2012.

29 Commissioner Docherty then stated that the Nominating Committee wishes to nominate Mr.  
30 Tom Lennox to serve as Vice Chairman (July 1, 2011 to June 30, 2012). There were no  
31 further nominations for the office of Vice Chairman. Mr. Docherty made the motion to  
32 nominate Mr. Lennox as the new Vice Chairman. Ms. Leary **seconded** the motion and the  
33 motion **passed** with a vote of 8-0-0.

34 Chairman Warden thanked the Planning Commissioners for their support. Chairman Warden  
35 then stated her appreciation to current Chairman Al Vadnais who is out of town today.  
36 Chairman Vadnais has completed six years of dedicated service to the Planning Commission.  
37 The Planning Commission agreed with Chairman's Warden's statements of appreciation.

38 The next order of business was appointment of a Secretary for the new term, July 1, 2010 –  
39 June 30, 2012. Chairman Warden made the **motion** to reappoint Ms. Kathleen Carlin as  
40 Secretary. Mr. Docherty **seconded** the motion and the motion **passed** with a vote of 8-0-0.

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**11. CHAIRMAN’S REPORT**

Chairman Warden stated that she is pleased to announce that Mr. Tom Lennox and Ms. Gail Quick have been reappointed to serve a second term on the Planning Commission.

A new member has been appointed to the Planning Commission and the staff is planning to arrange to have all three members sworn in on Wednesday, July 6<sup>th</sup>, at 9:00am. The Planning Commission will receive committee appointments at that meeting as well.

**COMMITTEE REPORTS**

- A, Mr. Crews reported that the Comp Plan Committee met at 2:00p.m. this afternoon to approve the Beaufort County Hazard Mitigation Plan.
- B. Ms. Quick reported that the Greater Island Council’s Steering Committee is ready to report on the progress of the Mayor’s Task Force - 11 Recommendations. The first 5 recommendations have been prioritized.
- C. Mr. Lennox reported that the CIP Committee is scheduled to meet on June 27, 2011 at 2:00pm in Conference Room # 4. An update is expected on the projects recommended to Town Council.
- D. Mr. Crews presented an update on the LMO Rewrite Committee. The committee is meeting weekly and currently reviewing the LMO chapter by chapter.
- D. Mr. Ennis presented an update on the Mapping Process.

**12. STAFF REPORTS**

Mr. Shawn Colin presented the Quarterly Report on behalf of staff.

**13. ADJOURNMENT**

The meeting was adjourned at 10:10a.m.

Submitted By:  
  
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Kathleen Carlin  
Administrative Assistant

Approved By:  
  
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Loretta Warden  
Acting Chairman