

**THE TOWN OF HILTON HEAD ISLAND
PLANNING COMMISSION
RULES OF PROCEDURE COMMITTEE MEETING APPROVED
Conference Room 4**

Date: May 12, 2010

Time: 3:00pm

Committee Members Present: Chairperson Loretta Warden, Jack Docherty, Terry Leary, Tom Lennox, and Al Vadnais, Ex Officio

Committee Members Absent: None

Other Planning Commissioners Present: Tom Crews and Terence Ennis

Town Staff Present: Jayme Lopko, Senior Planner & PC Coordinator
Randy Nicholson, Comprehensive Planning Division Manager
Shawn Colin, Senior Planner
Jill Foster, Community Development Department Deputy Dir.
Kathleen Carlin, Administrative Assistant

1) CALL TO ORDER

2) 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.

3) APPROVAL OF AGENDA

The agenda was approved by general consent.

4) UNFINISHED BUSINESS

None

5) NEW BUSINESS

1. Consider establishing a Planning Commission process for annual monitoring, evaluation and reporting on the implementation strategies of the adopted 2010 Comprehensive Plan.

Previous Practice – 2004 Comprehensive Plan Status Report, November 2008

2010 Comp Plan – Maintaining a living document

2010 Comp Plan and the CIP

2. Planning Commission role and responsibility.

Chairperson Warden presented opening comments regarding the purpose of today's meeting. The ROP Committee will review and recommend the establishment of a formal process for annual monitoring, evaluation and reporting on the implementation strategies of the newly adopted 2010 Comprehensive Plan. A recommendation will be made to the full Planning Commission for their future consideration.

The committee began today's meeting with a basic review of the staff's Comprehensive Plan Status Report, dated November 2008.

Mr. Randy Nicholson and Mr. Shawn Colin presented statements on behalf of staff regarding the organization of the Comprehensive Plan Status Report. This report describes the status of work being done to implement the recommendations made in the Town's Comprehensive Plan.

As part of this discussion, the committee and the staff discussed the following issues:

1. Clarify the role of the Planning Commission in making recommendations to Town Council (understanding that Town Council sets the priorities).
2. Request that staff provide regular periodic updates regarding the status of the recommendations made by the Planning Commission that resulted in Town Council goals.
3. July – August is suggested timeframe for the staff to provide the Planning Commission with this information.
4. Comprehensive Plan Committee is to meet and review information and make a recommendation to the full Planning Commission.

There was additional discussion about changing or adding language into the Rules of Procedure to cover the Planning Commission's role in reviewing the status of the Comp Plan.

At the completion of the meeting, the ROP Committee requested that staff review the recommendations made by the committee. The staff's proposed revisions to the Rules of Procedure will be considered by the committee prior to review by the full Planning Commission. The ROP Committee will make a recommendation for adoption of the revised Rules of Procedure.

6) **ADJOURNMENT**

The meeting was adjourned at 4:20pm.

Submitted By:

Approved By:

Kathleen Carlin
Administrative Assistant

Loretta Warden
Chairperson