

TOWN OF HILTON HEAD ISLAND  
Planning Commission  
**LMO REWRITE COMMITTEE MEETING**

October 6, 2011 Minutes

1:00p.m. – Benjamin M. Racusin Council Chambers

**DRAFT**

Committee Members Present: Chairman Tom Crews, Vice Chairman Gail Quick,  
David Bachelder, Irv Campbell, Jim Gant, Walter Nester,  
Councilwoman Kim Likins, *Ex-Officio*; Charles Cousins, *Ex-Officio*

Committee Members Absent: David Ames and Chris Darnell

Planning Commissioners Present: None

Town Council Members Present: Bill Ferguson

Town Staff Present: Jill Foster, Deputy Director of Community Development  
Teri Lewis, LMO Official  
Tom Fultz, Director of Administrative Services  
Shawn Colin, Comprehensive Planning Division Manager  
Kathleen Carlin, Administrative Assistant

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- 1) **Call to Order**  
Chairman Crews called the meeting to order at 1:00p.m.
- 2) **Freedom of Information Act**  
Public notification of this meeting has been published, posted and mailed in compliance with the Freedom of Information Act and Town of Hilton Head Island requirements.
- 3) **Approval of the Agenda**  
The agenda was approved as presented by general consent.
- 4) **Approval of the Minutes**  
The minutes of the September 29, 2011 meeting were approved as presented by general consent.
- 5) **New Business**
  - A. **Public Comment:**  
Chairman Crews requested public comments from the audience and none were received.

Prior to beginning New Business, Ms. Teri Lewis introduced the newest member of the Community Development Department, Mr. Rocky Browder. Rocky has been hired to fill a vacant Environmental Planner position. Rocky will handle all site development permitting

involving natural resources (trees, beach and wetlands). Rocky brings excellent experience in managing coastal resources as well as an understanding of how to work with the private sector to accomplish their goals in economic development or redevelopment. The LMO Rewrite Committee welcomed Rocky.

Mr. Charles Cousins announced an additional change to the department. A change has been made to the Natural Resources Administrator position (Sally Krebs). In order to fulfill a 2012 Town Council goal of '*Community-Based Education Program on Environmental Stewardship*,' the Natural Resource Administrator's position has been changed to an educational position of Sustainable Practices Coordinator. Sally's new position will focus on public education involving the economy, quality of life, natural resources, energy, and 'green' building.

Following these two announcements, Chairman Crews requested that staff make their presentation on the final Request for Proposals (RFP).

### **B. Final Request for Proposals (RFP)**

Ms. Teri Lewis reviewed the latest changes to the RFP. The staff and the committee discussed several issues including their search for consultants with innovative techniques, the selection criteria, and the point system. Ms. Lewis reviewed the next steps for the RFP. The staff and the committee discussed procedure issues including reference checks. The RFP will be posted on the Town's website.

At the completion of their discussion, the committee recommended that a motion for approval of the RFP be made. Chairman Crews requested that a motion be made. Mr. Nester made a **motion** that the LMO Rewrite Committee **approves** the RFP as presented by staff today. Vice Chairman Quick **seconded** the motion and the motion **passed** with a vote of 6-0-2. Councilwoman Likins and Mr. Cousins did not participate in the vote.

Chairman Crews then requested that the issue of the Selection Committee be addressed. Mr. Charles Cousins stated that the Town Manager participated in the selection of this committee. Mr. Cousins stated that three members of the LMO Rewrite Committee and three members of the staff have been appointed to the Selection Committee. They are: Tom Crews, Jim Gant, and Walter Nester; staff members, Jill Foster, Teri Lewis, and Shawn Colin. Ms. Lewis and the committee discussed next steps for the Selection Committee.

As part of this discussion, Ms. Lewis and the committee reviewed the LMO Rewrite Committee's upcoming meeting schedule. The committee will take a break from their weekly meeting schedule. There will be no more committee meetings in October. There will be only one meeting in November (November 10<sup>th</sup> at 1:30pm) and there will be only one meeting in December (December 8<sup>th</sup> at 1:00pm).

Mr. Shawn Colin stated that the follow-up Planning & Development Standards Committee meeting is scheduled on Monday, October 17<sup>th</sup> at 2:00pm in Council Chambers. The LMO Rewrite Committee is encouraged to attend the special Economic Development Workshop program.

Chairman Crews stated that Vice Chairman Quick will present an update on the RFP to the Planning Commission on October 19<sup>th</sup>.

Chairman Crews presented an update on his presentation to the Greater Island Council at this morning's meeting.

**6) Adjournment**

Following final comments, the meeting was adjourned at 1:30pm.

Submitted by:

Approved by:

November 17, 2011

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Kathleen Carlin  
Administrative Assistant

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Tom Crews  
Chairman