



Town of Hilton Head Island  
**Construction Board of Adjustments & Appeals**  
**Special Meeting**  
**Tuesday, March 30, 2021 – 5:00 p.m.**  
**AGENDA**

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In accordance with the Town of Hilton Head Island Municipal Code Section 2-5-15, this meeting is being conducted virtually and can be viewed live on the Town's Public Meeting Facebook Page at <https://www.facebook.com/townofhiltonheadislandmeetings/>. Following the meeting, the video record will be made available on the Town's website at <https://www.hiltonheadislandsc.gov/>.

- 1. Call to Order**
- 2. 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 requirements of the Town of Hilton Head Island.
- 3. Swearing in Ceremony for New and Reappointed Commissioners** – Performed by Chris Yates
  - a. Jay R. Owen - Term 07/01/2019-06/30/2023
  - b. Douglas O. Pine – Term 07/01/2019 – 06/30/2023
- 4. Election of Chairman and Vice Chairman**
- 5. Roll Call**
- 6. Approval of Agenda**
- 7. Approval of Minutes**
  - a. Meeting of November 26, 2019
- 8. Appearance by Citizens**
- 9. Unfinished Business**
- 10. New Business**
  - a. Harbourmaster Office Variance
  - b. Review of proposed changes to the Rules of Procedure
- 11. Commission Business**
  - a. Adoption of 2021 Meeting Schedule
- 12. Chairman's Report**
- 13. Committee Reports**
- 14. Staff Report**
- 15. Adjournment**

Public comments concerning agenda items can be submitted electronically via the Open Town Hall HHI portal at <https://hiltonheadislandsc.gov/opentownhall/>. The portal will close 2 hours before the meeting. All comments submitted through the portal will be provided to the Commission for review and made part of the official record. Citizens who wish to comment on agenda items during the meeting by phone must contact the Commission Secretary at 843-341-4691 no later than 2 hours before the meeting.

**Please note that a quorum of Town Council may result if four (4) or more of their members attend this meeting.**