



Town of Hilton Head Island
Planning Commission Meeting
Wednesday, January 19, 2022, 3:00 p.m.
AGENDA

This meeting will be conducted virtually and can be viewed on the [Town of Hilton Head Island Public Meetings Facebook Page](#). A Facebook account is not required to access the meeting livestream.

- 1. Call to Order**
- 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 requirements of the Town of Hilton Head Island.
- 4. Roll Call**
- 5. Approval of Agenda**
- 6. Approval of Minutes**
 - a. Meeting of January 5, 2022
- 7. Appearance by Citizens**

Citizens who wish to address the Commission concerning items on the agenda may do so by contacting the Commission Secretary at 843-341-4691 no later than 2:00 p.m. the day of the meeting. Citizens may also submit written comments via the [Town's Open Town Hall Portal](#). The portal will close at 2:00 p.m. the day of the meeting. Comments submitted through the portal will be provided to the Commission and made part of the official record.
- 8. Unfinished Business – None**
- 9. New Business – None**
- 10. Commission Business**
 - a. Presentation of the [Town of Hilton Head Island Strategic Action Plan FY2021-2022](#)
- 11. Chairman's Report**
- 12. Committee Reports**
- 13. Staff Reports**
- 14. Adjournment**

Please note that a quorum of Town Council, the Board of Zoning Appeals, and the Design Review Board, may result if four (4) or more of their members attend this meeting.



Town of Hilton Head Island
Planning Commission Meeting
January 5, 2022, at 9:00 a.m. Virtual Meeting
MEETING MINUTES

Present from the Commission: Chairman Michael Scanlon, Vice Chairman Alan Perry, Stephen Alfred, Mark O'Neil, Bruce Siebold, Rick D'Arienzo, Tom Henz, John Campbell, Jim Collett

Absent from the Commission: None

Present from Town Council: Glenn Stanford, Tamara Becker

Present from Town Staff: Joheida Fister, Deputy Fire Chief – Administration/Fire Marshal; Becky Neugent, E911 Communications Manager; Jayme Lopko, Senior Planner; Missy Luick, Senior Planner; Teresa Haley, Senior Administrative Assistant

1. Call to Order

Chairman Scanlon called the meeting to order at 9:00 a.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 – See as noted above.

5. Approval of Agenda

Chairman Scanlon asked for a motion to approve the agenda. Commissioner O'Neil moved to approve. Commissioner Alfred seconded. By show of hands, the motion passed with a vote of 9-0-0.

6. Approval of Minutes

a. Meeting of November 17, 2021

Chairman Scanlon asked for a motion to approve the minutes of the November 17, 2021, meeting. Commissioner Alfred moved to approve. Vice Chairman Perry seconded. By show of hands, the motion passed with a vote of 9-0-0.

7. Appearance by Citizens

Public comments concerning agenda items were to be submitted electronically via the Open Town Hall portal. There were no comments of record. Citizens were also provided the option to sign up for public comment participation by phone during the meeting on agenda and non-related agenda items. There were no requests.

8. Unfinished Business – None

9. New Business

- a. **STDV-002601-2021** – Request from Hilton Head Island Fire Rescue, on behalf of Richette Mitchell and her family, to name a new access easement off Marshland Road as Oyster Man's Trace. *Presented by Fire Rescue Staff*

Becky Neugent informed the Commission that the new access easement off Marshland Road will affect three addresses which are 94 Marshland Road, 60 Evelina Road, and 64 Evelina Road.

Deputy Chief Fister stated these were originally addressed off Evelina Road, but access must be granted over an existing access easement. Fire Rescue attempted to get agreements to gain access through Evelina Road and agreements could not be reached. She explained that created the need for a new access easement and road name. Deputy Chief Fister confirmed the access is being upgraded to the required width of 20 feet and an all-weather driving surface.

After discussion, Vice Chairman Perry moved to approve STDV-002601-2021. Commissioner Campbell seconded. By show of hands, the motion passed by a vote of 9-0-0.

10. Commission Business

Chairman Scanlon informed the Commission that Town Manager Marc Orlando will be attending the January 19, 2022, Planning Commission meeting to brief the Commission on the Strategic Action Plan and will explain which elements will go through the Planning Commission and on to Town Council.

11. Chairman's Report – None

12. Committee Reports

Rules of Procedure – Commissioner Alfred stated a meeting was originally scheduled for January 10, 2022. He said the Town legal department asked the Committee to delay in making the change as they are reviewing all boards and commission rules and procedures for standardization. He stated the meeting has been postponed. It was the consensus of the Commission for staff to encourage applicants toward the second Wednesday meeting of the month until the Rules of Procedure can be amended.

CIP Committee – No Report

Comp Plan Committee – No Report

Gullah Geechee Task Force – No Report

LMO Committee – No Report

13. Staff Reports

Jayme Lopko noted when Town Manager Orlando presents the Town Strategic Action Plan at the January 19, 2022, Planning Commission meeting, it will count toward the required CEU's for Commission members.

14. Adjournment

Chairman Scanlon adjourned the meeting at 9:18 a.m.

Submitted by: Vicki Pfannenschmidt, Secretary

Approved: [DATE]