



Town of Hilton Head Island
Planning Commission Special Meeting
March 24, 2021 at 3:00 p.m. Virtual Meeting
MEETING MINUTES

Present from the Commission: Chairman Peter Kristian, Vice Chairman Lavon Stevens, Mark O'Neil, Alan Perry, Stephen Alfred, Michael Scanlon, John Campbell

Absent from the Commission: Leslie McGowan (excused), Todd Theodore (excused)

Present from Town Council: David Ames, Tamara Becker, Glenn Stanford, Tom Lennox

Present from Town Staff: Jennifer Ray, Interim Community Development Director; Shawn Colin, Interim Deputy Town Manager; Chris Yates, Building Official; Anne Cyran, Senior Planner; Teresa Haley, Senior Administrative Assistant; Vicki Pfannenschmidt, Temporary Administrative Assistant

1. Call to Order

Chairman Kristian called the meeting to order at 3:00 p.m.

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 Town of Hilton Head Island requirements.

3. Roll Call – See as noted above.

4. Approval of Agenda

Chairman Kristian asked for a motion to approve the agenda. Commissioner Perry moved to approve. Commissioner Alfred seconded. By way of roll call, the motion passed with a vote of 7-0-0.

5. Approval of Minutes

a. Meeting of March 3, 2021

Chairman Kristian asked for a motion to approve the minutes of the March 3, 2021 meeting. Commissioner Perry moved to approve. Vice Chairman Stevens seconded. By way of roll call, the motion passed with a vote of 7-0-0.

6. Appearance by Citizens

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

7. Unfinished Business - None

8. New Business

- a. Recommendation of Proposed CIP Fiscal Year 2022 Priority Projects to Town Council**
– Presented by Jeff Buckalew

(Due to a potential conflict of interest, Mr. Perry recused himself from discussion and voting regarding the Island Recreation Center and Mr. Alfred recused himself from discussion and voting regarding the Arts Center of Coastal Carolina. The required Potential Conflict of Interest forms have been completed and made part of the official record.)

Shawn Colin explained the process used this year for rebuilding the CIP. He stated staff met with the CIP Committee, and with the input provided, the process is being reformatted. Mr. Colin added the changes will result in better tracking regarding individual projects.

Mr. Buckalew presented the proposed CIP Priority Projects as described within the list provided in the agenda packet. Commission Members discussed the projects and the following concerns and recommendations were discussed: time stamping of proposed projects; details regarding the Fire Hydrant program; development of a formula for funds spent on parks as compared to usage; priority of pathway projects; effect of the pandemic on the budget; and suggestions of a five year plan going forward.

Chairman Kristian had to leave the meeting at 3:40 p.m. and therefore turned the meeting over to Vice Chairman Stevens.

After further discussion, Commissioner Alfred moved to approve and recommend the Proposed Priority Projects and Programs for the Fiscal Year 2022 Capital Improvement Program to Town Council for consideration. Commissioner Scanlon seconded. By way of roll call, the motion passed with a vote of 5-0-0. (Commissioner Perry recused regarding Island Recreation Center and Commissioner Alfred recused regarding Arts Center of Coastal Carolina.)

9. Commission Business - None

10. Chairman's Report - None

11. Committee Reports

Vice Chairman Stevens stated the Gullah Geechee Neighborhood Preservation Task Force is scheduled to meet on April 5, 2021.

12. Staff Report

Anne Cyran reported there will be a public project review on the application for Ford Shell Ring Park scheduled for the April 7, 2021 meeting. She added that at this time there are two items for the April 21, 2021 agenda.

13. Adjournment

The meeting was adjourned at 3:53 p.m.

Submitted by: Vicki Pfannenschmidt, Secretary

Approved: April 7, 2021