



Town of Hilton Head Island  
**Planning Commission Meeting**  
May 19, 2021 at 3:00 p.m. Virtual Meeting  
**MEETING MINUTES**

**Present from the Commission:** Chairman Peter Kristian, Alan Perry, Stephen Alfred, Michael Scanlon, John Campbell, Todd Theodore, Leslie McGowan, Mark O'Neil

**Absent from the Commission:** Vice Chairman Lavon Stevens (excused)

**Present from Town Council:** Glenn Stanford

**Present from Town Staff:** Teri Lewis, Deputy Community Development Director; Chris Yates, Building Official; Shari Mendrick, Floodplain Administrator; Taylor Ladd, Senior Planner; Diane Busch, Staff Attorney/Prosecutor; Teresa Haley, Senior Administrative Assistant; Vicki Pfannenschmidt, Temporary Administrative Assistant

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**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 Scanlon moved to approve. Commissioner Alfred seconded. By show of hands, the motion passed with a vote of 8-0-0.

**5. Approval of Minutes**

a. Special Meeting of May 5, 2021

Chairman Kristian asked for a motion to approve the minutes of the May 5, 2021 Special Meeting. Commissioner McGowan moved to approve. Commissioner Alfred seconded. By show of hands, the motion passed with a vote of 8-0-0.

**6. Appearance by Citizens**

Public comments concerning agenda items were to be submitted electronically via the Open Town Hall portal. Those comments were provided to the Commission for review and made part of the official record. 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. **Hazard Mitigation Plan 2020 Update** – The Planning Commission will review and consider a resolution to recommend that Town Council adopt the 2020 Lowcountry

Natural Hazard Mitigation Plan as an appendix to Our Plan. *Presented by Shari Mendrick*

Ms. Mendrick conducted a presentation explaining the details in the Plan noting it will be an appendix to Our Plan and that it fulfills requirement set by FEMA. She noted the plan includes the following five criteria: 1) Planning Process; 2) Hazard Identification & Risk Assessment; 3) Mitigation Strategies; 4) Plan Review; and 5) Plan Adoption before FEMA will approve. She emphasized that the Hazard Mitigation Plan is consistent with Our Plan.

The Commission made comments and inquiries regarding: identification of changes since 2015; the need for multi-jurisdictional participation; officials involved in the development of the plan; suggestion for an executive summary specific to Hilton Head Island; and the impact, if any, on reimbursement percentages.

At the conclusion of discussion, Chairman Kristian asked for a motion. Commissioner O'Neil moved to approve a resolution to recommend that Town Council adopt the 2020 Lowcountry Natural Hazard Mitigation Plan as an appendix to Our Plan. Commissioner Scanlon seconded. By way of roll call, the motion passed by a vote of 8-0-0.

## **9. Commission Business**

### **a. Confirmation of Nominating Committee**

Chairman Kristian noted that terms were expiring for several members of the Commission. He stated he has asked Leslie McGowan and John Campbell to serve on the Nominating Committee with him. They will meet on June 2 to discuss nominees for Chairman and Vice Chairman of the Commission for the new term. He stated if anyone from the Commission was interested in serving in those positions to contact him regarding such.

## **10. Chairman's Report - None**

## **11. Committee Reports - None**

## **12. Staff Report**

Teri Lewis stated that at the June 2 scheduled meeting, the Commission will review the Family Compound and Family Subdivision LMO Amendments.

## **13. Adjournment**

The meeting was adjourned at 3:35 p.m.

**Submitted by:** Vicki Pfannenschmidt, Secretary

**Approved:** June 2, 2021