



Town of Hilton Head Island  
**Planning Commission Meeting**  
March 16, 2022, at 3:00 p.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

**Absent from the Commission:** Jim Collett (excused)

**Present from Town Council:** Tamara Becker, Tom Lennox

**Present from Town Staff:** Josh Gruber, Deputy Town Manager; Anne Cyran, Interim Comprehensive Planning Manager; Teresa Haley, Community Development Coordinator; Vicki Pfannenschmidt, Temporary Administrative Assistant

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**1. Call to Order**

Chairman Scanlon called the meeting to order at 3:00 p.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 Alfred moved to approve. Vice Chairman Perry seconded. By show of hands, the motion passed with a vote of 8-0-0.

**6. Approval of Minutes**

a. Meeting of February 16, 2022

Chairman Scanlon asked for a motion to approve the minutes of the February 16, 2022, meeting. Commissioner Siebold moved to approve. Commissioner Campbell seconded. By show of hands, the motion passed with a vote of 8-0-0.

**7. 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 meeting 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 - None**

**10. Chairman’s Report**

Chairman Scanlon referenced the Town Council Workshop held February 8, 2022. He encouraged all Commissioners to view the Workshop as workforce housing was discussed. Chairman Scanlon requested a list of Town-owned properties that are 10 acres or more. Ms. Cyran noted Staff was working on a dashboard of Town-owned properties and Town Council will be holding a workshop regarding the properties. She stated she will provide the list based on the direction of the Community Development Director.

Chairman Scanlon requested Commissioner Campbell and members of the Comprehensive Plan Committee work with staff to find out what materials are available regarding Our Plan and provide a semi-annual report regarding progress made moving forward.

**11. Committee Reports**

**Rules of Procedure – No Report**

**CIP Committee – No Report**

**Comp Plan Committee – No Report**

**Gullah Geechee Task Force –** Commissioner Henz updated the Commission regarding a virtual presentation made by Dr. DuBose to the Gullah Geechee Heritage Corridor Commission with an update on the Task Force and progress made to date. He added the presentation was well received.

**LMO Committee – No Report**

**12. Staff Reports**

- a. Presentation on the 2020 Census Redistricting for the Town of Hilton Head Island – *Josh Gruber, Deputy Town Manager*

Mr. Gruber informed the Commission that Town Council voted unanimously to adopt the proposed redistricting map with one alteration at the March 15 meeting. He stated second reading is scheduled for April 5. He reviewed the project summary, redistricting criteria, overview of the public engagement process, a review of the communication efforts, public comments received, and the alternative maps that were created for consideration. He noted this process is constitutionally required and occurs after every decennial census. After the census is finalized, municipalities are required to use the information to redraw the elected district boundaries to ensure there is a proportionately equal number of people that live in each district. Mr. Gruber reviewed the options that were considered and detailed the option recommended. He answered questions from the Commission and stated a formal notice of the redistricting will be sent to Beaufort County and the Board of Elections and Voter Registration. The Board of Elections and Voter Registration will then send out notices

to every registered voter. The Town will publish the information locally including the updated maps and contact information for questions.

b. Quarterly Report – *Presented by Anne Cyran, Interim Comprehensive Planning Manager*

Ms. Cyran noted the Quarterly Report is included in the packet provided to the Commission. She added that the Greater Island Council Landfill Resolution will be considered by the Community Services and Public Safety Committee on March 28. She encouraged the Commission members to review the Capital Projects Dashboard on the Town website noting it is extremely enlightening and contains a tremendous amount of information.

**13. Adjournment**

Chairman Scanlon adjourned the meeting at 3:45 p.m.

**Submitted by:** Vicki Pfannenschmidt, Secretary

**Approved:** May 18, 2022