



Town of Hilton Head Island
Planning Commission Meeting

August 17, 2022, at 3:00 p.m.

MEETING MINUTES

Present from the Commission: Mike Scanlon, Chairman; Alan Perry, Vice Chairman; Bruce Siebold; Rick D'Arienzo; Stephen Alfred; Tom Henz

Absent from the Commission: John Campbell (excused); Mark O'Neil (excused); Jim Collett (unexcused)

Present from Town Council: Tom Lennox; Alex Brown; Glenn Stanford

Present from Town Staff: Shawn Colin, Assistant Town Manager - Community Development; Mac Deford, Jr., General Counsel; Missy Luick, Community Planning Manager; Jennifer Ray, Capital Program Manager; Jeff Buckalew, Town Engineer; Chris Yates, Development Services Manager; Nicole Dixon, Development Review Program Manager; Nicté Barrientos, Assistant Planner – Economic Development; Karen Knox, Senior Administrative Assistant, Brian Glover, Administrative Assistant

Others Present: Chris Creed, PE, Principal/Vice President; Zac Bedell, PE, Olsen Associates, Inc.; Alan Wolf, Director of Operations, SERG Restaurant Group; Josh Tiller, J.K. Tiller Associates

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. Swearing in Ceremony for Reappointed Commissioners – John Campbell and Mark O'Neil – Both Mr. Campbell and Mr. O'Neil were unable to attend today's meeting and will be reappointed at the next meeting.

5. Roll Call – as noted above.

6. Approval of Agenda

Chairman Scanlon asked for a motion to approve the agenda. Commissioner Alfred moved to approve. Commissioner Perry seconded. By show of hands, the motion passed with a vote of 6-0-0.

7. Approval of Minutes

a. Meeting of May 18, 2022

Chairman Scanlon asked for a motion to approve the minutes of the May 18, 2022, meeting. Commissioner Siebold moved to approve. Commissioner D'Arienzo seconded. By show of hands, the motion passed with a vote of 6-0-0.

8. Appearance by Citizens

Public comments concerning agenda items were to be submitted electronically via the Open Town Hall portal. Several comments were received, and they were given to the entire Commission and will be made part of the record.

Mr. Skip Hoagland spoke on various topics concerning the Town.

9. Unfinished Business – None

10. New Business

a. Nomination and Election of Officers for July 1, 2022 – June 30, 2023, term.

Chairman Scanlon asked for nominations for Chairman. Commissioner Siebold nominated Chairman Scanlon. Commissioner Perry seconded. By a show of hands, the motion passed with a vote of 6-0-0.

Chairman Scanlon asked for nominations for Vice Chairman. Commissioner Alfred nominated Commissioner Perry. Commissioner Henz seconded. By a show of hands, the motion passed with a vote of 6-0-0.

b. Update on CIP Program and how the Priority Projects Recommended were incorporated – *presented by Jennifer Ray.*

Jennifer Ray, Capital Program Manager gave the Committee an update on the CIP Program and how the Priority Projects that were recommended were incorporated. After Ms. Ray's presentation, she answered questions posed to her by the Commission. Chairman Scanlon thanked Ms. Ray for her presentation.

c. Draft Beach Management Plan – *presented by Jeff Buckalew.*

Jeff Buckalew, Town Engineer stated that local comprehensive beach management plans are required to be reviewed by the local government every five years. Additionally, updated revisions are required to be submitted for state approval every ten years. DHEC has prepared interim guidelines to assist communities preparing to revise their local comprehensive beach management plans while the state plan is being revised. The Town's plan was last approved by SCDHEC OCRM in August 2017. Mr. Buckalew reviewed the Beach Management Plan with the Commission and answered questions posed to him by the Commission. Commissioner Alfred moved that the Planning Commission endorse the updated Local Comprehensive Management Plan and forward a recommendation to Town Council for adoption. Commissioner Perry seconded. By a show of hands, the motion passed with a vote of 6-0-0.

Mr. Chris Creed, Olsen Associates, Inc. gave a brief review of the beach management history and future program planning. After his presentation, he answered questions posed to him by the Commission.

- d. **Proposed Amendments to Rules of Procedure** – *presented by Missy Luick.*
Missy Luick stated that a proposed amendment was put forth for review by the Commission. First, the amendment would add a statement allowing the board to revise and republish the meeting schedule by majority vote. Second, it would revise the meeting schedule to meet once per month. Commissioner Alfred moved that the Planning Commission approve the amendment. Commissioner Perry seconded. By show of hands, the motion passed with a vote of 6-0-0.

- e. **Proposed Revised 2022 Meeting Schedule** – *presented by Missy Luick.*
Following the amendment to the meeting schedule, The Commission discussed when to hold one meeting per month. The Commission proposed the meetings would be held on the 3rd Wednesday of month at 2:00 p.m. Commissioner Perry moved the Planning Commission approve the change in schedule. Commissioner Siebold seconded. By show of hands, the motion was passed 6-0-0.

10. Commission Business

a. Committee Assignments

Chairman Scanlon stated for the time being he recommends keeping the Committee assignments the same and asked the Commissioners if anyone wanted to change to a different Committee to let him know.

b. Potential LMO Text Amendment for Workforce Housing Conversion – *presented by requestor.*

Alan Wolf presented a potential amendment to the Workforce Housing Conversion for discussion and review. The amendment changes the definition on a housing unit. The amendment was well received by the Commission.

After discussion, Chairman Scanlan recommended the addition of data covering similar projects already completed. The amendment will be presented for LMO review September 1, 2022.

11. Chairman's Report

12. Committee Reports

Rules of Procedure – *no report*

CIP Committee – *Mark O'Neil is excused*

Comp Plan Committee – *Mr. Campbell is excused*

Gullah Geechee Task Force – *no report*

LMO Committee – *no report*

13. Staff Reports –

a. Discussion of Development Review Process – Nicole Dixon

Nicole Dixon presented a potential change to the Design Review process. This change would be made to include the Planning Commission in the review process. The Commission discussed how to determine if a project requires review by the Planning

Commission. As discussed, only major projects (5 or more units) will come before the Planning Commission. There was expressed interest in reviewing more than just the major projects, however this is still up for discussion.

b. Quarterly Report: January – March 2022

Missy Luick stated the report was in the Agenda Packet.

c. Quarterly Report: April – June 2022

Missy Luick stated the report was in the Agenda Packet.

14. Adjournment

Chairman Scanlon adjourned the meeting at 5:02 p.m.

Submitted by: Brian Glover,
Administrative Assistant

Approved: [DATE]