

TOWN OF HILTON HEAD ISLAND
Planning Commission Meeting
Wednesday, August 19, 2015 **APPROVED**
3:00p.m. – Benjamin M. Racusin Council Chambers

Commissioners Present: Chairman Alex Brown, Vice Chairman Peter Kristian, Jim Gant, Judd Carstens, Bryan Hughes, Caroline McVitty, Lavon Stevens, Barry Taylor and Todd Theodore

Commissioners Absent: None

Town Council Present: None

Town Staff Present: Jayme Lopko, Senior Planner & Planning Commission Coordinator
Suzanne Brown, Addressing Technician
Scott Liggett, Director of Public Projects & Facilities/Chief Engineer
Brian Hulbert, Staff Attorney
Teri Lewis, LMO Official
Shawn Colin, Deputy Director of Community Development
Kathleen Carlin, Secretary

- 1. Call to Order**
- 2. Pledge of Allegiance to the Flag**
- 3. Roll Call**
- 4. Freedom of Information Act Compliance**
Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.
- 5. Swearing In Ceremony for Reappointed Planning Commissioners**
Brian Hulbert, Staff Attorney, performed the swearing in ceremony for returning Planning Commissioners, Mr. Bryan Hughes and Mr. Todd Theodore. Chairman Brown welcomed the returning Planning Commissioners and thanked them for their service.
- 6. Approval of Agenda**
The Planning Commission **approved** the agenda as submitted by general consent.
- 7. Approval of Minutes**
The Planning Commission **approved** the minutes of the July 15, 2015 meeting as presented by general consent.
- 8. Appearance by Citizens on Items Unrelated to Today's Agenda**
None
- 9. Unfinished Business**
None

10. New Business

STDV-001372-2015:

Robert Chaneyfield has applied to name a new vehicular access easement located off of Baygall Road that will provide access to five new mobile homes. The proposed name is Palm Tree Place. Chairman Brown introduced the application and requested that the staff make their presentation.

Ms. Suzanne Brown made the presentation on behalf of staff. The staff recommended that the Planning Commission approve the Palm Tree Place vehicular access easement name application based on the review criterion outlined in the Land Management Ordinance and enclosed in the staff's report.

Mr. Chaneyfield has proposed the name of Palm Tree Place to access five new mobile homes off of Baygall Road. Palm trees are abundant throughout tropic and sub tropic climates. There are around 2,600 species currently known. The Southern Atlantic states are mainly known for their Palmetto or Sabal Palms. This is also the state tree for both South Carolina and Florida. We have many different varieties of palms on Hilton Head Island including the Palmetto, Sago, Pindo, Needle and Saw Palm. Hilton Head Island is also a vacation destination and palms are a popular symbol for tropical beach vacations. This would keep with the character of the island and Fire Rescue has no conflicts with the name. Following the staff's presentation, Chairman Brown requested public comments and none were received. Chairman Brown then requested comments by the Planning Commission. Following brief comments, Chairman Brown requested that a motion be made.

Vice Chairman Kristian made a **motion** to **approve** application STDV-001372-2015 as presented by the staff. Commissioner Gant **seconded** the motion and the motion **passed** with a vote of 9-0-0.

11. Commission Business

Committee Appointments for the July 2015 – June 2016 term

Chairman Brown reviewed the committee appointments for the term July 2015 – June 2016.

12. Chairman's Report

Chairman Brown reported that he presented the Planning Commission's Semi-Annual Report to Town Council on Tuesday, August 4, 2015. The report covered the Planning Commission's activity from January – June 2015.

13. Committee Report

a) Commissioner Carstens presented a status update on behalf of the Comprehensive Plan Committee. The committee plans to meet in September but a meeting date has not yet been determined.

b) Commissioner Gant presented a status update on behalf of the Circle to Circle Committee.

c) Commissioner Hughes stated that the Rules of Procedure Committee has nothing to report at this time.

Chairman Brown requested that Commissioner Hughes meet with Mrs. Lopko soon to arrange a meeting date for the purpose of reviewing the Rules of Procedure.

At the completion of Committee Reports, Chairman Brown asked the staff if they have any information to share with the Planning Commission regarding Town Council's upcoming annual Workshop.

Mr. Shawn Colin stated that Town Council has decided to change things a little this year and has chosen a new facilitator for their annual retreat. Town Council has decided to be more focused and selective in the number of projects that they take on. The Workshop will be one and one-half days in length and will be held in early November.

14. Staff Reports

Fiscal Year 2016 Capital Improvement Project Budget Summary

Chairman Brown requested that Mr. Scott Liggett present the Fiscal Year 2016 Capital Improvement Project Budget Summary on behalf of staff.

Mr. Liggett stated that the Planning Commission has the duty to prepare a list of priority projects for Town Council to consider as they review and develop the municipal budget each year. Mr. Liggett presented a thorough overview of the following categories:

CIP Expenditures by Category 2016-2055

- a) Pathways
- b) Roadway Improvements
- c) Park Development
- d) Existing Facilities & Infrastructure
- e) New Facilities & Infrastructure
- f) Beach Maintenance

The Planning Commission discussed several of these categories with Mr. Liggett and thanked him for his presentation.

15. Adjournment

The meeting was adjourned at 4:00p.m.

Submitted By:

Approved By:

October 5, 2015

Kathleen Carlin
Secretary

Alex Brown
Chairman