



Town of Hilton Head Island
Planning Commission Meeting
November 3, 2021, at 9:00 a.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, Jim Collett

Absent from the Commission: Tom Henz (excused), John Campbell (excused)

Present from Town Council: Glenn Stanford, Tamara Becker, Bill Harkins

Present from Town Staff: Nicole Dixon, Development Review Administrator; Joheida Fister, Deputy Fire Chief – Administration/Fire Marshal; Becky Neugent, E911 Communications Manager; Teresa Haley, Senior Administrative Assistant; Vicki Pfannenschmidt, Temporary Administrative Assistant

1. Call to Order

Upon calling the meeting to order it was discovered that Chairman Scanlon could hear everyone, but his microphone was not working. Due to the audio difficulty, Chairman Scanlon requested Vice Chairman Perry conduct the meeting. Vice Chairman Perry called the meeting to order at 9:00 a.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

Vice Chairman Perry asked for a motion to approve the agenda. Commissioner Alfred moved to approve. Commissioner D'Arienzo seconded. By show of hands, the motion passed with a vote of 7-0-0.

6. Approval of Minutes

a. Meeting of October 20, 2021

Vice Chairman Perry asked for a motion to approve the minutes of the October 20, 2021, meeting. Commissioner Alfred moved to approve. Commissioner D'Arienzo seconded. By show of hands, the motion passed with a vote of 7-0-0.

7. Appearance by Citizens

Public comments concerning agenda items were submitted electronically via the Open Town Hall portal. There were no comments of 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

- a. **STDV-001826-2021** – Request from Taiwan Scott to name an access easement off Freddie’s Way as Minnie Common. *Presented by Fire Rescue Staff*

Becky Neugent informed the Commission that Hilton Head Island Fire Rescue proposes to name an access easement off Freddie’s Way as Minnie Common. She stated the access easement will serve four homes and naming the access easement would reduce confusion of addresses in the area and ensure prompt emergency response.

Ms. Neugent reviewed the staff report included in the packet noting that Town staff, Fire Rescue Dispatch, and Beaufort County Dispatch have determined: Minnie Common is not duplicated within the Town or Beaufort County; Minnie Common is not phonetically similar to an existing street or vehicular access easement; Minnie Common will not likely be confused with an existing street or vehicular access easement; Minnie Common is simple, logical, and easy to read and pronounce; Minnie Common is clear and brief; and Minnie Common does not include frivolous or complicated words or unconventional spelling.

Ms. Neugent added that the proposed street name Minnie Common was selected because Minnie is a matriarch of a Gullah family, and the Hamilton descendants would be honored to have their family matriarch’s name be memorialized. Town staff chose Minnie Common after consulting with the family members who are assisting in the developing of the property.

After discussion, Commissioner D’Arienzo moved to approve STDV-001826-2021. Commissioner Collett seconded. By show of hands, the motion passed by a vote of 7-0-0.

10. Commission Business – None

11. Chairman’s Report

Chairman Scanlon informed the Commission that he had met with the Town Manager and Mayor and the topic of discussion was the Strategic Plan. He stated that the Town Manager informed him that a large part of the Plan will go through the Planning Commission for review. Chairman Scanlon added that he requested the Town Manager give a presentation to the Commission regarding the process. He said he would be working with Staff to coordinate a meeting date with Mr. Orlando for the presentation.

12. Committee Reports – None

13. Staff Reports

- a. Quarterly Report

Ms. Haley noted the report was included in the packet for review and asked if there were any questions. There being none, she informed the Commission the next meeting agenda packet will contain another street name application.

14. Adjournment

The meeting was adjourned at 9:24 a.m.

Submitted by: Vicki Pfannenschmidt, Secretary

Approved: November 17, 2021