



Town of Hilton Head Island  
**Planning Commission Meeting**  
February 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, Tom Henz, John Campbell, Jim Collett

**Absent from the Commission:** Rick D'Arienzo (excused)

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

**Present from Town Staff:** Anne Cyran, Interim Comprehensive Planning Manager; Jennifer Ray, Capital Program Manager; Darrin Shoemaker, Traffic/Transportation Engineer; Teresa Haley, Senior Administrative Assistant; Vicki Pfannenschmidt, Temporary Administrative Assistant

---

**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 January 19, 2022**

Chairman Scanlon asked for a motion to approve the minutes of the January 19, 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 was one request to speak regarding item 9.a.

## **8. Unfinished Business – None**

## **9. New Business**

- a.** Recommendation of Proposed CIP Fiscal Year 2023 Priority Projects to Town Council  
– *Presented by Jennifer Ray, Capital Program Manager*

*(Due to a potential conflict of interest, Mr. Perry recused himself from discussion and voting regarding the Island Recreation Center. The required Potential Conflict of Interest forms have been completed and made part of the official record.)*

Jennifer Ray explained that the CIP Committee met on February 2, 2022 and made a recommendation the Planning Commission forward a list of the priority projects for consideration by Town Council as part of their Fiscal Year 2023 (FY23) Capital Budget review process. Ms. Ray stated there are various methods of input that contribute to the development of the Capital Program such as *Our Plan, Strategic Action Plan, Capital Needs Assessment Plan, Circle to Circle Plan*, staff recommendations, Board, Committee and Commission recommendations, outside groups, and citizen comments. She reviewed the process and conducted an overview of the carry-over and the proposed projects contained within the packet.

Following Staff's presentation, Chairman Scanlon asked for public comments. Lori Surlak spoke in support of the proposed Jonesville Road Pathway Project and asking for it to be prioritized.

The Commission made comments and inquiries regarding: how pathway needs are determined and prioritized; concerns regarding delays in projects due to lack of materials and/or labor; the timeframe for projects and the realization not all will be completed in one fiscal year; suggestion to consider a traffic light at Burkes Beach Road; the need to listen to public comment; and the encouragement to view the budget as a multi-year program.

Following discussion, Vice Chairman Perry moved to move the Main Street Pathway Project down the priority list as the Town has not yet acquired the property and move the proposed Jonesville Road Pathway Project up the priority list, specifically to the second place, underneath the William Hilton parkway Eastbound – Mathews Drive at Folly Field Road to Dillon Road (McDonalds). Commissioner Alfred seconded. By show of hands, the motion passed by a vote of 8-0-0.

After further discussion, Commissioner Alfred moved to recommend approval of the priority list as amended to Town Council. Commissioner O'Neil seconded. By show of hands, the motion passed 8-0-0. (Vice Chairman Perry recused himself from any item(s) related to the Island Recreation Center.)

- b.** Annual Traffic Report – *Presented by Darrin Shoemaker, Traffic Engineer*

Mr. Shoemaker explained the requirements and process for the Annual Traffic Report. He referenced the memo and report within the packet. He stated the report summarizes trends relating to traffic demand within the Town, including June weekday traffic demand on intersections and major arterials within the Town, and includes operational analyses for the weekday morning and afternoon peak volume hours recorded at all the Town's signalized intersections. He reviewed comparisons from the previous year and the appendices to his report in detail. Mr. Shoemaker stated assessments have been conducted since the tolls

were lifted on the Cross Island Parkway regarding traffic shifts and they reflect an increase of usage of the Parkway.

Following Mr. Shoemaker's detailed presentation, the Commission made comments and inquiries regarding: traffic safety data and collision reports; concern regarding traffic flow in Sea Pines Circle; inquiry as to whether license plates are taken into consideration regarding traffic studies; confirmation that only one intersection, Squire Pope Road, does not meet the LMO requirements; clarification of the traffic control system and how it will help; and discussion regarding the timeframe and estimate of cost for the traffic control system.

Upon conclusion of the question-and-answer period, the Commission accepted the 2021 Annual Traffic Report by unanimous consent.

#### **10. Chairman's Report**

Due to time restraints, Chairman Scanlon stated the above report will be carried over to the next scheduled meeting.

#### **11. Committee Reports**

Due to time restraints, Chairman Scanlon stated the Committee Reports will be carried over to the next scheduled meeting.

#### **12. Staff Reports**

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

Due to time restraints, Chairman Scanlon stated the above report will be carried over to the next scheduled meeting.

#### **13. Adjournment**

Chairman Scanlon adjourned the meeting at 4:28 p.m.

**Submitted by:** Vicki Pfannenschmidt, Secretary

**Approved:** March 16, 2022