



Town of Hilton Head Island
Planning Commission Meeting

April 19, 2023, at 2:00 p.m.

MEETING MINUTES

Present from the Commission: Bruce Siebold, Chairman; Mark O'Neil, Vice-Chairman, Bruce Siebold; Rick D'Arienzo; Tom Henz; Ellen Whaley; Chuck Lobaugh;

Absent from Commission: Albert Mealer

Present from Town Staff; Shawn Colin, *Assistant Town Manager-Community Development*; Missy Luick, *Assistant Community Development Director*; Jeff Buckalew, *Town Engineer*; Jim Iwanicki, *Transportation Engineer*; Shea Farrar, *Senior Planner*; Theresa McVey, *Engineering Technician*; Karen Knox, *Senior Administrative Assistant*; Brian Glover, *Administrative Assistant*

Present from Town Council: Steve Alfred

1. Call to Order

Chairman Siebold called the meeting to order at 2:00 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

As noted above.

5. Approval of Agenda

Chairman Siebold asked for a motion to approve the Agenda. Commissioner Henz moved to approve. Commissioner Lobaugh seconded. By a show of hands, the motion passed with a vote of 6-0.

6. Approval of Minutes

a. Meeting of March 8, 2023

Chairman Siebold asked for a Motion to approve the Minutes of March 8, 2023. Commissioner O'Neil moved to approve. Commissioner Lobaugh seconded. By a show of hands, the Motion passed.

b. Meeting of March 15, 2023

Chairman Siebold asked for a Motion to approve the Minutes of March 15, 2023. Commissioner D'Arienzo moved to approve. Commissioner Henz seconded. The

motion passed with a vote of 5-2. Commissioner Whaley and Commissioner Lobaugh were not members of the Planning Commission at that time.

c. Special Meeting of March 19, 2023

Chairman Siebold asked for a Motion to approve the Minutes of March 29, 2023. Commissioner D'Arienzo moved to approve. Commissioner Lobaugh seconded. By a show of hands, the Motion passed with a vote of 6-0.

7. Appearance by Citizens

No citizens spoke at the meeting and no comments were received to the Open Town Hall Portal.

8. Unfinished Business

None

9. New Business

a. 2022 Traffic Monitoring & Evaluation Report

Mr. Shoemaker advised that it is required that the Planning Commission review the Annual Traffic Monitoring & Evaluation Report, discuss its findings and recommendations, and elicit public comments at the meeting in accordance with Section 16-2-103.J.10.c of the Land Management Ordinance. It is further recommended that the Planning Commission provide its comments on the report as well as any supplemental comments or recommendations to Town Council in accordance with Section 16-2-103.J.10.c.ii of the LMO.

Mr. Shoemaker reviewed the report with the Commission and answered questions. Commissioner Henz moved to forward the report to Town Council as submitted. The motion was seconded by Commissioner Lobaugh. By a show of hands, the motion passed with a vote of 6-0.

b. Rules of Procedure

Ms. Luick reviewed the proposed changes to the Planning Commission Rules of Procedure including changes to the procedures for amending the Rules of Procedure, Standing Committees, Meeting Schedules, Public Hearings and Procedures for Hearing an Appeal.

Commissioner Henz moved to approve the changes as proposed by staff. Commissioner D'Arienzo seconded. By a show of hands, the motion passed with a vote of 6-0.

10. Commission Business

None

11. Chairman's Report

Chairman Siebold thanked the Commission for the confidence in electing him Chair and stated he is hopeful to facilitate these meetings in a way that everyone feels like they have all the participation they want, all the information they need to make good decisions.

12. Staff Reports

a. Quarterly Report

Shea Farrar reviewed the Quarterly Report with the Commissioners.

13. Adjournment

Chairman Scanlon adjourned the meeting at 3:14 p.m.

Submitted by: Karen Knox

Senior Administrative Assistant

Approved: May 17, 2023