

**PLANNING COMMISSION MINUTES  
KIAWAH ISLAND MUNICIPAL CENTER  
COUNCIL CHAMBERS  
February 2, 2011; 3:00 P.M.**

- I. Call to Order: Mr. Peterson called the meeting to order at 3:00pm.**
- II. FOIA:** Notice of this meeting has been published and posed in accordance with the Freedom of Information Act and the requirements of the Town of Kiawah Island.
- III. Roll Call:**  
**Present:** Fred Peterson, Chairman  
Larry Iwan  
John Strauch  
Ed Dittmeier  
Peter Trees  
Ron Tedesco  
  
**Absent:** Andy Capelli, Vice-Chairman  
  
**Also Present:** Tumiko Rucker, Town Administrator  
Lakesha Shannon, Town Clerk
- IV. Approval of Minutes:**  
**A. Minutes of January 5, 2011**  
Mr. Peterson noted corrections to the minutes. The Committee unanimously approved the minutes of January 5, 2011 as corrected.
- V. Subdivision Request:**  
None
- VI. Old Business:**  
**A. Comprehensive Plan Scorecard Report – Mrs. Tumiko Rucker**  
Mrs. Rucker distributed a draft Comprehensive Plan Scorecard for consideration by the Committee. Mrs. Rucker noted that each element of the most recent Comprehensive Plan is included along with its strategies and implementation objectives. Mrs. Rucker explained the format of the document and stated that she would like to see the progress columns updated annually until the objectives are met.  
  
Mrs. Rucker stated that as she put this document together, she observed some implementation strategies that are duplicated or very closely related to others in different elements. Mrs. Rucker suggested distributing the scorecard to all committees who are tasked with the implementation, and have them share the

information with their respective committees during their monthly meetings. Mrs. Rucker will have the committees report the monthly information to her so that the scorecard can be updated and distributed to the Planning Commission quarterly for their review. Mrs. Rucker feels that a quarterly report will provide more measurable progress.

Mrs. Rucker stated that Mr. Dittmeier suggested focusing on certain components quarterly because some components tie into major yearly events. She gave the example of the Priority Investments element relating directly to the upcoming annual budget process. She noted that one of this year's strategy implementations is to create a Capital Budget for the Town.

Mrs. Rucker asked that the Committee provide her with any comments or feedback regarding the format and layout of the Comprehensive Plan Scorecard.

Mrs. Rucker recommended that this document be completed quarterly and then combined into a yearly report which will be presented to Town Council with the recommendation of the Planning Commission. This will allow Town Council to review the progress of each implementation strategy worked on and/or completed during the year.

Mr. Trees asked how soon and how often would Town Council review the scorecard. Mr. Trees commented that in order for the Comprehensive Plan to work, Town Council will have to take responsibility for the objectives to ensure they are completed. Mr. Trees stated that Council has all the direct authority; therefore they should receive periodic progress reports and be very involved in the process.

Mr. Iwan suggested that the Planning Commission pass along questionable items to Town Council for discussion as quarterly reports are received.

Mr. Trees commented that the Comprehensive Plan should be energized instead of placed on the shelf and forgotten until the next five-year review.

Mr. Strauch commented that certain tasks in the Comprehensive Plan are only defensive posture positions to ensure that certain things do not happen instead of tangible objectives that could be measured.

Mr. Strauch stated that in that regard, the scorecard could also be used as a record of the extent to which occasions have arisen when specific preventative action has been required.

Mr. Trees suggested using a color code such as green, yellow and red to highlight progress. This will allow the committee to focus more on the areas of need, which would be represented by red.

Mr. Tedesco also suggested commenting on strengths and weaknesses in the first quarter so that priorities can be determined.

Mr. Dittmeier commented that seasonal events would provide more comprehensive reporting at that time, after which those items could be placed aside.

Mrs. Rucker stated that the Comprehensive Plan could be an excellent starting point for a balanced scorecard for the Town.

Mr. Peterson asked that Mrs. Rucker move forward with providing the scorecard information to the various committees so that they may begin the task of completing the monthly reports for the first quarter.

**VII. New Business:**

**A. Election of 2011 Officers**

Mr. Iwan motioned to appoint Mr. Peterson as Chairman of the Planning Commission. Mr. Strauch seconded the motion. The motion passed unanimously.

Mr. Peterson motioned to nominate Mr. Iwan as Vice Chairman of the Planning Commission. Mr. Trees seconded the motion. Mr. Iwan motioned to nominate Mr. Capelli as Vice Chairman. Mr. Tedesco seconded the motion. After a unanimous vote by the Committee, Mr. Iwan was appointed as Vice Chairman of the Planning Commission.

**B. 2011 Rules of Procedure**

Mr. Iwan motioned to approve the 2011 Rules of Procedure for the Planning Commission. The motion was seconded by Mr. Dittmeier, and passed unanimously.

**VIII. Correspondence:**

**A. Letter of Support for OCRM Permit #10-117-E**

Mr. Peterson stated that a letter of support was sent by the Town to Mr. Roger Warren of the Kiawah Island Golf Resort, in regards to their application for a temporary access road on the beach to support the 2012 PGA Championship.

Mr. Peterson commented on plats he received for some minor boundary line adjustments at Parcel 23 and Cypress Cottage. He stated that the plats are for review only and no action is required.

**IX. Public Comments:**

None

**X. Commissioner Comments:**

Mr. Strauch commended Mrs. Rucker on doing a fine job with the Comprehensive Plan Report Card. Mr. Iwan and Mr. Dittmeier echoed the same.

Mr. Iwan commented on the Planning Commission's upcoming training schedule and asked if the training could be held in Kiawah. Mrs. Rucker responded that she could look into scheduling the training on Kiawah. The Committee will decide on a list of training topics for approval.

**XI. Adjournment:**

Mr. Dittmeier made a motion to adjourn the meeting at 3:38 p.m. Mr. Tedesco seconded the motion. The motion carried unanimously.

**Submitted by,**

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**Lakesha Y. Shannon, Town Clerk**

**Approved by,**

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**Fred Peterson, Chairman**

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**Date**