



The Town of Hilton Head Island  
**Parks & Recreation Commission Meeting**  
Thursday, December 8, 2022, at 3:30 p.m.

## **AGENDA**

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The Parks & Recreation Commission meeting will be held in-person at Town Hall in the Benjamin M. Racusin Council Chambers.

1. **Call to Order**
2. **Pledge of Allegiance to the Flag**
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 requirements of the Town of Hilton Head Island.
4. **Roll Call**
5. **Approval of Minutes**
  - October 6, 2022
6. **Appearance by Citizens**

Citizens may submit written comments via the ([Town's Open Town Hall Portal.](#)) The Portal will close at 4:30 p.m., the day prior to the scheduled meeting. Comments submitted through the Portal will be provided to the Commission and made a part of the official record.
7. **Reports**
  - a) **Island Recreation Association Update – Frank Soule**
  - b) **Parking Master Plan Update – Jeff Buckalew**
  - c) **Public Safety Update – Bob Bromage**
8. **Unfinished Business**
9. **New Business**
  - a) **Chamber Leadership Program Class Project – Cary Welker and Dale Douthat**
  - b) **FY2024 CIP Discussion – Jennifer Ray**
  - c) **Parks and Recreation Commission 2023 Work Plan – Taylor Ladd**
10. **Updates**
  - a) **Parks Maintenance – Aaron Black**
  - b) **Staff Report – Taylor Ladd**
11. **Park Commissioner Comments**
12. **Adjournment**

*Please note that a quorum of Town Council may result if four (4) or more Town Council members attend this meeting.*



**Town of Hilton Head Island  
Parks & Recreation Commission  
Regular Meeting  
Thursday, October 6, 2022 – 3:30 p.m.  
MINUTES**

**Present from the Commission:** Ray Kisiah, Chairman; William Zurilla, Vice-Chairman; Christina Kristian; Mike Manesiotis; John Parsons

**Absent from Commission:** Thomas Dowling, excused; Jack Daly, excused

**Present from Town Staff:** Jennifer Ray, *Capital Program Manager*; Aaron Black, *Facilities Manager*; Missy Luick, *Community Planning Manager*; Taylor Ladd, *Project Manager*; Karen Knox, *Senior Administrative Assistant*; Brian Glover, *Administrative Assistant*

**Present from Town Council:** Tom Lennox; Tamara Becker; Alex Brown

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**1. Call to Order**

Chairman Kisiah called the meeting to order at 3:30 p.m.

**2. Pledge of Allegiance to the Flag**

**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 requirements of the Town of Hilton Head Island.

**4. Roll Call**

As noted above. Mr. Dowling and Mr. Daly are excused.

**5. Approval of Minutes – September 8, 2022**

Vice-Chairman Zurilla moved to approve. Mr. Manesiotis seconded. The motion to approve the Minutes of September 8, 2022, passed with a vote of 5-0-0.

**6. Appearance by Citizens**

None

**7. Reports**

None

## **8. Unfinished Business**

None

## **9. New Business**

### **a) Proposed Parks & Recreation Commission 2023 Meeting Schedule**

Mrs. Kristian moved to approve. Mr. Manesiotis seconded. The motion passed with a vote of 5-0-0.

### **b) Mid-Island Park Recommendation – Jennifer Ray**

Jennifer Ray provided staff's presentation as included in the packet. The Board expressed many positive comments about the progress and direction of the project. Additionally, the Board voiced several concerns listed below:

- The activity fields should remain as general use fields
- Maintenance crews of the park will require additional staff
- Crossing the street for the disc golf course will be dangerous

There were additional comments from the public. Frank Babel spoke about the district development around the park, as well as the speed of vehicles. Also, he suggested that the town do a bike pathway study for park access.

Chairman Kisiah asked for a motion to approve the plan as presented and to recommend the plan for adoption by Town Council. Mr. Parsons made a motion to approve. Mrs. Kristian seconded. Motion passed with a vote of 5-0-0.

### **c) Parks and Rec 2022 Community Survey Results – Taylor Ladd**

Taylor Ladd provided an overview of the community survey as included in the packet. After the presentation, she answered questions from the Commission. The Commission discussed the survey and expressed several concerns outlined below:

- The misleading question about funding is a problem
- There is a major problem with parking, particularly around certain parks
- There may be a lack of survey response from some demographics of the community
- Community feedback about park safety is a major concern

Chairman Kisiah asked for a motion to approve the community survey report and submit the report to town council as presented. Mr. Manesiotis moved to approve. Vice-Chairman Zurilla seconded. Motion passed with a vote of 5-0-0.

Following the survey discussion, Chairman Kisiah asked for staff to schedule a presentation on the parking master plan for parks and park safety.

**d) Parks and Rec Master Plan Recommendation – Taylor Ladd**

Taylor Ladd presented the list of recommendations for review for the Commission. The Commission made several additions to the recommendations. The list was updated during the meeting. The Commission voted to forward their recommendations as noted in the staff memo with additions discussed to Town Council for consideration. Mr. Manesiotis moved to approve. Vice-Chairman Zurilla seconded. Motion passed with a vote of 5-0-0.

**10. Updates**

**a) Staff Report – Taylor Ladd**

Taylor Ladd provided an update on the future meeting dates and schedule for the Commission.

**11. Park Commissioner Comments**

None

**12. Adjournment**

The Meeting was adjourned at 5:10 p.m.

Submitted by:

Brian Glover,  
Administrative Assistant  
[Date]

Approved:



## TOWN OF HILTON HEAD ISLAND

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### *Staff Report Memo*

**TO:** Parks and Recreation Commission  
**FROM:** Jennifer Ray, *Capital Program Manager*  
**VIA:** Shawn Colin, *Assistant Town Manager-Community Development*  
**DATE:** November 28, 2022  
**SUBJECT:** FY24 CIP Discussion

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#### **SUMMARY:**

The State's enabling legislation assigns the Planning Commission the duty to prepare "an annual listing of priority projects for consideration by the Town Council prior to their preparation of the capital budget." Staff facilitates meetings with the Planning Commission's Capital Improvements Program Committee which makes recommendations to the Planning Commission. The Planning Commission CIP Recommendations are provided to Town Council prior to their budget deliberations which are tentatively scheduled to occur in May 2023.

The Parks and Recreation Commission's mission is to "make recommendations for the establishment of an effective parks and recreation system for the citizens and residents of the Town." Therefore, the Parks and Recreation Commission may make recommendations to the Planning Commission for consideration of parks and recreation facilities for inclusion on the list of FY24 priority projects.

Attachment:

FY23 Parks & Pathways Project List



# Town of Hilton Head Island

Capital Projects Division

FY23 Parks & Pathway Projects

## FY23 Parks Project List

**Budget: \$13,554,478**

### New Parks

- Mid-Island Tract Park (final design, permitting, phase 1 construction)
- Shelter Cove Community Park Expansion (final design, permitting)
- Patterson Family Park (final design, permitting, construction)
- Chaplin Linear Park with Treehouse (final design, permitting)
- Taylor Family Property Park (design)

### Park Renovations

- Chaplin Park Renovation (final design, permitting)
- Crossings Park Renovation (final design)
- Barker Field (design)

Island Recreation Association (capital projects)

### Public Art Program

### General Park Enhancements

- Jarvis Creek Park Playgrounds (construction)
- Cordillo Tennis Courts Restroom Building (construction)

## FY23 Beach Parks Project List

**Budget: \$1,650,000**

### General Beach Park Maintenance & Improvements

### Park Renovations

- Islanders Beach Park (design, construction phase 1)
- Driessen Beach Park Boardwalk Replacement (construction)
- Folly Field Beach Park Boardwalk Replacement (construction)
- Coligny Beach Park & Parking Area Improvements

## **FY23 Pathways Project List**

**Budget: \$4,924,000**

Pathway Maintenance & Improvements

New Pathway Segments

Shelter Cove Lane

Woodhaven Drive/Lane

William Hilton Parkway EB

Jonesville Road

Shelter Cove Connectivity



## TOWN OF HILTON HEAD ISLAND

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### *Staff Report Memo*

**TO:** Parks and Recreation Commission  
**FROM:** Taylor Ladd, *Project Manager*  
**VIA:** Shawn Colin, *Assistant Town Manager-Community Development*  
**VIA:** Jennifer B. Ray, *Capital Program Manager*  
**DATE:** November 28, 2022  
**SUBJECT:** Proposed Parks and Recreation Commission 2023 Work Plan

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#### **SUMMARY:**

The attached Proposed Parks and Recreation Commission 2023 Work Plan outlines tentative business for the Commission to conduct during their regularly scheduled meetings in 2023.

#### **BACKGROUND:**

The Parks and Recreation Commission mission is to “make recommendations for the establishment of an effective parks and recreation system for the citizens and residents of the Town.” To enhance the Commission’s work towards this mission and for the Commission’s consideration, staff has developed a Work Plan for the 2023 calendar year. The purpose of this Work Plan is to focus the Commission on key topics, with annual review of the 2019 Parks and Recreation Master Plan, pertaining to and/or in support of their duties outlined in the Town’s Municipal Code Section 8-7-20.1.a.

#### **ATTACHMENT:**

A.) Proposed Parks and Recreation Commission 2023 Work Plan





## **Town of Hilton Head Island Parks and Recreation Commission 2023 Work Plan**

Tentative, subject to change based on pressing business.

### **JANUARY**

#### **Capital Improvements Program, FY24 Planning**

- Continued from December
- Budget
- Maintenance
- Potential Projects

### **FEBRUARY**

#### **Town Open Space Review, Part 1**

- Overview and Discussion

### **MARCH**

#### **Town Open Space Review, Part 2**

- Recommendation

### **APRIL**

#### **Rules of Procedure**

- Proposed adoption

### **MAY**

#### **Town Pathways Review, Part 2**

- Recommendation

#### **Parks and Recreation Master Plan**

- Issue Updated Workbook and Scorecard

### **JUNE**

#### **Parks and Recreation Master Plan**

- Review existing recommendations and scorecards

#### **Annual Parks and Recreation Community Survey**

- Discuss need for a more specific/targeted survey

## **JULY-AUGUST**

### **Summer Recess: no Commission meetings**

- Staff to conduct Annual Parks and Recreation Community Survey

## **SEPTEMBER**

### **Swearing In New/Reappointed Commissioners**

#### **FY23 Summary**

- Review of FY23 CIP park projects progress

#### **FY24 Preview**

- Review of FY24 CIP park projects as adopted

## **OCTOBER**

### **Annual Parks and Recreation Community Survey**

- Review and discuss results

## **NOVEMBER**

### **Adopt 2024 Meeting Calendar**

#### **2024 Work Plan Input**

## **DECEMBER**

### **2024 Work Plan**

- Overview and Adoption

### **Capital Improvements Program, FY25 Planning**

- Budget
- Maintenance
- Potential Projects