



Town of Hilton Head Island
**William Hilton Parkway Gateway Corridor
Independent Review Advisory Committee**
Monday, April 17, 2023, 1:30 p.m.
MEETING MINUTES

Present from the Committee: Alan Perry, Deiderik Advocaat, Charles Walczak, Edward C. Warner, Jr., Willie Young, Herbert Ford (Alternate)

Present from Town Staff: Jeff Buckalew, *Town Engineer*; Bryan McIlwee, *Assistant Community Development Director*; Carolyn Grant, *Communications Director*; Bob Bromage, *Public Safety Director*; Cindaia Ervin, *Assistant Town Clerk*; Shawn Colin, *Assistant Town Manager - Community Development*;

Present from Town Council: Patsy Brison,

1. Call to Order

Mayor Perry called the meeting to order at 1:30 p.m.

2. 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.

3. Appearance by Citizens

Public comments concerning agenda items were to be submitted electronically via the Open Town Hall portal. The comments that were received on the Open Town Hall Portal were sent to the Commission and made part of the official record.

No Citizens spoke.

4. New Business

a. Project Overview

Mr. Colin provided the overview of the project as included in the packet. Mr. Colin recommended that the Committee focus on fine-tuning the RFQ as their primary goal.

b. Review of Town of Hilton Head Island and Beaufort County Memorandum of Agreement

Mr. Colin provided an overview of the Town of Hilton Head Island and Beaufort County Memorandum of Agreement.

c. Review Draft Request for Qualification (RFQ) Scope of Work

Mr. Colin provided the presentation and answered questions from the Committee.

For Task One:

The Committee had a short discussion on the scope of the project and its organization. They asked several questions about the independent review processes and requirements, contractual agreements with the state, and scope of work provided by the State.

The Committee suggested that the Independent Review Company only be required to have no previous relationship with the state and the town and not to limit their work with those entities for future projects. The Committee also suggested that the County be removed from Section 2 - Task 1 – Bullet 3.

For Task Two:

The Committee expressed concerns about the timelines for data collection and delivery. Mr. Colin will provide an update on the timeline.

For Task Three:

The Committee asked about the proposal for a light at Windmill Harbor and its inclusion in the project. The Committee suggested that alternatives be considered. The Committee also asked about the inclusion of an origin-destination study and behavioral modification incentives.

For Task Four:

The Committee expressed concerns about the wetland impact limitations. Mr. Colin clarified that the area of impact could not be increased without appropriate alternative wetland management.

The Committee suggested that safety regulations be added to the task, and the project considers eliminating left-hand turn lanes.

Task Five:

The Committee suggested that all engineering work be done by an engineer licensed in South Carolina is added as a requirement.

The topic was opened to the public. Several citizens spoke about the safety concerns, business responses, survey data, and no left-hand turn suggestions.

d. Setting Meeting Dates

The Committee set the next meeting for Thursday, May 4th, 2023.

5. Adjournment

Mayor Perry adjourned the meeting at 3:03 p.m.

Submitted by: Brian Glover
Administrative Assistant

Approved: Friday May12th, 2023