

TOWN OF HILTON HEAD ISLAND
Public Planning Committee Special Meeting
April 19, 2016
10:00a.m. – Conference Room 4

Committee Members Present: Chairman Tom Lennox, Kim Likins, and John McCann

Committee Members Absent: None

Town Council Present: None

Town Staff Present: Charles Cousins, *Director of Community Development*; Shawn Colin, *Deputy Director of Community Development*; Tom Fultz, *Director of Administrative Services*; Don Kirkman, *Executive Director of Economic Development Corporation*; Susan Simmons, *Director of Finance*; Jill Foster, *Deputy Director of Community Development*; Teresa Haley, *Administrative Assistant*

Others Present: Alex Brown, *Chairman of the Planning Commission*

1. Call to Order

2. Freedom of Information Act Compliance

Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.

3. Approval of Agenda

The Public Planning Committee **approved** the agenda as submitted by general consent.

4. Approval of Regular Meeting Minutes – None

5. Unfinished Business – None

6. New Business

a) Discuss options for organizational structure in anticipation of the vision process

b) Discuss the preliminary work related to committee formation and coordinator selection

Chairman Lennox welcomed all in attendance and announced that the meeting will be conducted as a workshop. The Committee, Mr. Alex Brown, Town Staff and the public (“All”) collectively discussed all topics presented throughout the meeting. Chairman Lennox first presented the Outline of a Preferred Design for Hilton Head Island Community Visioning Process Memorandum by Steven Ames (“Memo”). All discussed the Memo, particularly the “Phases” set forth in the “Key Project Tasks” and furthermore the “Project Deliverables”. The concept of an Action Plan and an example of such a plan was presented and discussed in depth. Chairman Lennox directed the discussion into the creation of the

following: 1) Steering Committee; 2) Project Coordinator; 3) Consultant(s); 4) Communications Firm; and 5) Vision Team.

The Committee highlighted Steering Committee membership traits, including good process and communication experience. They identified the need for representatives from both the Public Planning Committee and the Comprehensive Planning Committee to be on the Steering Committee.

Chairman Lennox presented the *Community Heart & Soul Field Guide*, a reference manual that was used to guide the discussion on establishing the roles and scope of work for 1-5 mentioned above.

Chairman Lennox concluded the discussion with the following summary of the accomplishments from today's workshop:

1. The role of the Steering Committee (official name to be determined):
 - define the goals, authority, and scope of work of the Vision Team;
 - create a Vision Team and design the recruitment plan;
 - define the role of the Project Coordinator and secure the proper resources;
 - monitor ongoing Vision Team work;
 - define the communications firm function; and
 - determine the application of any and all outside consultant work.

2. The role of Steven Ames:
 - Mr. Ames review the work product to date as to appropriateness of going in the right direction; and
 - that we speak to him in a way that allows him to be eligible as a Consultant in the Vision Process.

7. **Committee Business** – None

8. **Adjournment**

The meeting was adjourned at 11:45 a.m.

Submitted By:

Approved By: April 27, 2016

Teresa Haley
Administrative Assistant

Tom Lennox
Chairman