

**TOWN OF HILTON HEAD ISLAND**  
**Public Planning Committee Special Meeting**  
**April 27, 2016**  
**1:00p.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*; Teresa Haley, *Administrative Assistant*

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

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**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 Meeting Minutes – April 7, 2016 and April 19, 2016**

The minutes of the Regular Public Planning Committee Meeting held on April 7, 2016 were **approved** as submitted by general consent. The minutes of the Special Public Planning Committee held on April 19, 2016 were **approved** as submitted by general consent.

**5. Unfinished Business**

a) Visioning

- a. Vision Team
- b. Project Coordinator

Chairman Lennox began the discussion by introducing a document that was prepared by Mr. Kirkman. Mr. Kirkman described the connection of the key elements recommended by Mr. Ames with the Town's Comprehensive Plan, the Mayor's Task Force/Vision 2025, and the Town Council Vision 2030. Following Mr. Kirkman's presentation, Mr. Fultz provided a summary of recent conversations with Rawle Murdy and Mr. Ames. Mr. Fultz explained that Mr. Ames has conveyed interest in being hired as the Vision Consultant. Mr. Fultz further explained Rawle Murdy's current role with the Town. The Committee, Mr. Brown, Mr. Fultz and other Town Staff ("All") collectively discussed the procedure for Rawle Murdy as

the PR firm for the Visioning Process. All agreed that an initial task order will need to be prepared and provided to Rawle Murdy.

The discussion led into the role and scope of tasks of the Vision Team and the Project Coordinator. The Vision Consultant can assist with defining the role, tasks and alike, along with the number of members needed for the Vision Team. The role of the project coordinator was identified as a daily manager of the process and full-time employee located in Town Hall. As for who the project coordinator reports to is still to be determined.

Chairman Lennox recommended and the Committee agreed that the Steering Committee comprise of the Public Planning Committee, three members of Comprehensive Planning Committee, and Mr. Alex Brown.

Chairman Lennox then introduced the “Next Steps” handout that describes the timeline to hire a Vision Consultant, Project Coordinator and Vision Team. Mr. Fultz spoke to the procedures of a formal solicitation process, timing of the process, fee structure, and other required significant details for each selection process. All agreed that the “Next Steps” timeline will need to be provided to Rawle Murdy as soon as possible.

The Committee and Town Staff concluded with the discussion of the proper procedures for reporting the Vision Process to Town Council. The Committee determined that a line-item budget will need to be presented to Town Council for approval.

**6. New Business – None**

**7. Committee Business – None**

**8. Adjournment**

The meeting was adjourned at 2:25p.m.

Submitted By:

Approved By: May 5, 2016

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Teresa Haley  
Administrative Assistant

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Tom Lennox  
Chairman