



**Town of Hilton Head Island
Circle to Circle Ad Hoc Committee Meeting
Monday, September 12, 2016
2:00p.m.
Benjamin M. Racusin Council Chambers**

AGENDA

As a Courtesy to Others Please Turn Off All Cell Phones and Pagers during the Meeting.

- 1. Call to Order**
- 2. Freedom of Information Act Compliance**
Public notification of this meeting has been published and posted in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.
- 3. Approval of Agenda**
- 4. Approval of Minutes – August 25, 2016**
- 5. New Business**
 - a. Short Term Recommendations from CTC Report: Beach Parking, Marketing and Shuttles
- 6. Appearance by Citizens**
- 7. Meeting Summary and Topics for Next Meeting**
- 8. Adjournment**

Please note that a quorum of Town Council may result if four or more of their members attend this meeting.

TOWN OF HILTON HEAD ISLAND
Circle to Circle Ad Hoc Committee Meeting Minutes
August 25, 2016 – 2:00p.m.
Benjamin M. Racusin Council Chambers

Committee Members Present: Chairman Jim Gant, David Ames, Tom Lennox, Caroline McVitty, Judd Carstens, Paul Crunkleton

Committee Members Absent: None

Town Council Present: Bill Harkins, John McCann

Town Staff Present: Shawn Colin, Deputy Director of Community Development; Scott Liggett, Director of Public Projects and Facilities/Chief Engineer; Jayme Lopko, Senior Planner; Tom Fultz, Director of Administrative Services; Susan Simmons, Director of Finance; Teresa Haley, Administrative Assistant

1. Call to Order

Chairman Gant called the meeting to order at 2:00p.m.

2. Freedom of Information Act

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

3. Approval of the Agenda

The agenda was **approved** as presented by general consent.

4. Approval of the Minutes – None

5. New Business

a. Outline Expectations and Deliverables of the Committee

Chairman Gant stated that the Committee will work with Staff to prioritize the Circle to Circle Committee (CTC) recommendations – how to accomplish and implement them, the costs involved, and identifying issues. The Committee is scheduled to report findings and final recommendations to Town Council on October 4, 2016.

b. Committee Operations/Proposed Schedule and Agenda

The Committee agreed upon meeting on Monday, September 12 at 2:00pm to review and discuss Staff progress regarding how to accomplish specific CTC recommendations, the costs involved, and any identified issues. The Committee agreed to meet again on Monday, September 19 at 2:00pm to review and finalize recommendations for the Town Council meeting on October 4.

c. Short Term Recommendations from CTC Report

The Committee, Staff and the public discussed and provided suggestions as to the following CTC recommendations that are candidates for 30-60 day action:

Parking

- Assign Marketing firm to develop plan for mid island and north beaches

- How many beaches to feature - which ones?
 - Current Parking availability and proximity to beaches
 - Current amenities (bathrooms, etc)
 - Feasibility of adding spaces?
- Food trucks
 - What ordinance changes would be required?
 - Where specifically would they be allowed?
 - Limit number at any one beach?
 - Defined parking area?
- Signage and wayfinding
 - Google, Chamber App, other electronic methods
- Other marketing activities to raise awareness
- Coordinate event planning at Coligny and other beaches
- Hi level cost estimate
- What Town resources (staff or funding) would be required to implement?
 - Current fiscal year
 - Next fiscal year
- What decisions does Town Council need to make?
- Potential issues
 - Community support?
- What decisions does Town Council need to make?
- Shuttle parking system for employees and visitors
 - What parking is available for spring of 2017
 - Inventory of existing parking spaces in Crossings Park area, other locations
 - Which months should shuttle operate (May to end of August or longer?)
 - Ownership?
 - Describe objectives to Palmetto Breeze and ask for proposal
 - Capital cost and timing of equipment availability
 - Shuttle configuration
 - Operating costs
 - Explore possibility of linking routes with private shuttle services
 - Pick up and drop off points/routes
 - Frequency of operation
 - Marketing/publicity approach
 - What Town resources (staff or funding) would be required to implement?
 - Current fiscal year
 - Next fiscal year
 - Potential Issues
 - Employer buy in
 - Night shift employees
 - What decisions does Town Council need to make?
- Additional surface parking at Provident Church
- Implement fee parking at Coligny

- Seasonal fee structure
 - How many months, daily hours?
 - Daily fee
 - Non-compliance and enforcement
- Mechanics of fee parking
 - Fee collection type (meters, gates, manned, etc.)
- Hi level cost estimate
- What Town resources (staff or funding) would be required to implement?
 - Current fiscal year
 - Next fiscal year
- Potential Issues
 - Community support?
- What decisions does Town Council need to make?

Traffic at Sea Pines Circle

- a. Pilot signal synchronization
 - What is possible/feasible?
- b. Shuttle parking and beach marketing plan (see above)
- c. Implement initial Access Management proposals on medians/left hand turns
 - Identify small number of options and costs
- d. Staff assessment of any speed restrictions or lane markings
 - What is possible/feasible?
 - Costs?
- e. Explore any signage improvements
 - Description and costs

Trail System

- Signage and way finding for bike beach access
 - Description and costs

The Committee, Staff and the public discussed and provided suggestions as to the following CTC recommendations that are candidates for 6-12 month action:

- Implementation plan for additional Access Management recommendations
- Staff engineering evaluation and proposal to realign Greenwood Dr entry to Sea Pines Circle
- Work with business owners to improve access in SW corner of Circle
- Develop implementation plan for center turn lane on New Orleans RD
- Develop implementation plan for trail expansion
 - from DeAllyon to Office Park
 - from Pope to Ibis on Lagoon Rd
- Develop plan for bike parking in Coligny beach area
- Plan for "sharrows" on designated roads for cyclists
- Plan for neighborhood pocket parks
- Review LMO
- Redevelopment strategy for underutilized commercial and office space

6. Appearance by Citizens

One member of the public expressed concern for traffic at the north end of the Island. There is difficulty exiting Burkes Beach and adding signaled lighting and performing a traffic study of that area was suggested. One member of the public inquired as to the Sea Pines trolley shuttling beachgoers.

7. Meeting Summary and Topics for Next Meeting

Chairman Gant stated that he will compile all comments from today’s discussion for further review by Staff and the Committee. Staff is to research the short term recommendations and provide comments for Committee review at the next meeting scheduled for September 12.

8. Adjournment

The meeting was adjourned at 3:05p.m.

Submitted By:

Approved By:

Teresa Haley
Administrative Assistant

Jim Gant
Chairman

DRAFT