



Town of Hilton Head Island Public Planning Committee Meeting

Thursday, July 7, 2016
3 p.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, posted, and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.
3. **Approval of Agenda**
4. **Approval of the Minutes-** June 2, 2016, June 16, 2016 and June 22, 2016
5. **Unfinished Business**
 - a) Finalize Visioning Project Steering Committee role
6. **New Business**
7. **Committee Business**
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
Public Planning Committee Meeting
June 2, 2016
1:30p.m. – Benjamin M. Racusin Council Chambers

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

Town Staff Present: Charles Cousins, *Director of Community Development*; Jill Foster, *Deputy Director of Community Development*; Tom Fultz, *Director of Administrative Services*; Don Kirkman, *Executive Director of Economic Development Corporation*; 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 Meeting Minutes – May 5, 2016

The minutes of the Regular Public Planning Committee Meeting held on May 5, 2016 were **approved** as submitted by general consent.

5. Unfinished Business

a) Vision – Next Steps

Chairman Lennox requested that Mr. Fultz present the Visioning Process RFP. Mr. Fultz presented an overview of the RFP. Following Mr. Fultz's presentation, the Committee discussed the RFP. The Committee discussion included the need to better defining certain tasks and deliverables as set forth on RFP Exhibit 1 and the impact of using the term "tourism" in the RFP.

Mr. Fultz then presented the Vision Communication Proposal as prepared by Rawle Murdy. The Committee discussed the details of the proposal and highlighted the goals as described therein. The Committee noted that Rawle Murdy's role is to provide communication of the visioning process and not act as a public relations firm.

Chairman Lennox opened the meeting for public comment. Mr. Alex Brown asked the Committee to consider adding periodic follow ups as a deliverable to the RFP's scope of services. One member of the public stated that she attended a Circle to Circle forum and expressed her agreement with the Committee regarding Rawle Murdy acting as a communications firm and not as a public relations firm.

Chairman Lennox requested a motion to approve the Visioning Process RFP with the condition that Staff is to better define the RFP for the Committee’s review and approval prior to the release of the RFP. Mr. McCann moved to **approve** the motion. Ms. Likins **seconded** and the motion **passed** unanimously.

Chairman Lennox requested a motion to approve Rawle Murdy’s Visioning Communication Proposal. Mr. McCann moved to **approve** the motion. Ms. Likins **seconded** and the motion **passed** unanimously.

6. New Business – None

7. Committee Business – None

8. Adjournment

The meeting was adjourned at 2:00p.m.

Submitted By:

Approved By:

Teresa Haley
Administrative Assistant

Tom Lennox
Chairman

TOWN OF HILTON HEAD ISLAND
Public Planning Committee Special Meeting
June 16, 2016
3:30p.m. – Conference Room 4

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

Town Staff Present: Charles Cousins, *Director of Community Development*; Tom Fultz, *Director of Administrative Services*; Vince Terry, *Network Technician*; John Valvo, *Systems Analyst*; Eileen Wilson, *Sr. 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. New Business

a) Video Conference with Orton Family Foundation representatives to discuss developing a community vision by means of their program Heart & Soul.

Mr. David Leckey, Executive Director and Ms. Caitlyn Davison, Marketing Director together presented the Orton Family Foundation program Heart & Soul and discussed the work and how it has helped various communities nationwide.

Heart & Soul is a community planning and development model that emphasizes resident-driven action led by “what matters most to the community”. **Three principles:** 1) Involve everyone; 2) Identify and reach the missing voices; 3) Lead collaboratively
Four phase process: 1) lay groundwork; 2) explore the community; 3) make decisions; 4) take action, mobilize resources, follow through.

For the Town of Hilton Head Island, moving forward includes forming a steering committee, laying out a timeline and processes.

There is concern about appropriately managing community expectations; the goal is to get in front of it and make certain proper information is communicated community-wide. In this early phase, we will explain *what* we are doing and *why*. What makes this vision different? It is essential to have the community engaged and involved and listen to everyone. The next phase will be *how* and *when* and to what extent. The foundation is building confidence and mutual respect.

There was much discussion regarding whether or not it is necessary to hire an outside consultant, a project coordinator and how and if the Heart & Soul model would work with the steering committee and an outside consultant.

A consultant is a resource to oversee this project and help develop processes and make sure we stay on track and help wrap the project up. A project coordinator, preferably someone within the community, would be on site to manage the processes with the steering committee. The Public Planning Committee may decide to meet again next week to further discuss the best way to communicate the vision process to the community as well as the need for a consultant and project coordinator.

Chairman Lennox will summarize what was presented today and make suggestion of next steps and send out to the Public Planning Committee.

4. Adjournment

The meeting was adjourned at 4:55 p.m.

Submitted By:

Approved By:

Eileen Wilson
Sr. Administrative Assistant

Tom Lennox
Chairman

TOWN OF HILTON HEAD ISLAND
Public Planning Committee Special Meeting
June 22, 2016
2:45p.m. – Conference Room 4

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

Town Council Present: Mayor David Bennett

Town Staff Present: Charles Cousins, *Director of Community Development*; Shawn Colin, *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. New Business

a) Discussion of vision, early phase communication

Chairman Lennox stated that the purpose of this discussion is to finalize an early phase communication vision plan in anticipation of an upcoming meeting with the Island Packet Editorial Board. As discussed in previous meetings, we want to communicate *what* we are doing and *why* we are doing it. There was in-depth discussion regarding communication points that should be conveyed to the community. The major points of communication include that circumstances have changed in the regional economy and environment: It's time to update the Town of Hilton Head Island vision. This new start differs from past efforts because it's the beginning of an ongoing, living and sustainable vision. The new vision will be more inclusive and wide-ranging than any previous effort. The accountability, transparency and engagement brought about by this vision will help Hilton Head Island remain relevant for decades to come.

Chairman Lennox stated that we need to compose a job description of the steering committee, so that we can create an application to solicit members of the community for such committee. The steering committee is to comprise of two members of the Public Planning Committee, one member of the Planning Commission, and four members of the community at large. The job description of the steering committee should include keeping the vision organization, which includes the project coordinator, vision consultant, Rawle Murdy, town staff, and most importantly, the vision team, engaged and on schedule. Chairman Lennox requested that the Committee members, Mayor Bennett, and Mr. Brown identify the responsibilities of the steering committee in order to generate an application.

4. Adjournment

The meeting was adjourned at 3:50p.m.

Submitted By:

Approved By:

Teresa Haley
Administrative Assistant

Tom Lennox
Chairman

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