



**Town of Hilton Head Island**  
**Public Planning Committee Special Meeting**  
**Thursday, January 12, 2017 – 10:30 a.m.**  
**Benjamin M. Racusin Council Chambers**  
**AGENDA**

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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** – Special Meetings of September 6, 2016 at 10:00a.m., September 6, 2016 at 2:00p.m., September 7, 2016, and September 8, 2016.
- 5. Unfinished Business**
- 6. New Business**
  - a) Diana Permar – Visioning Presentation
- 7. Committee Business**
  - a) Approval of 2017 Regular Meeting Schedule
- 8. Executive Session**
  - a) Contractual Matters  
Discussion of negotiations incident to proposed contractual arrangements with Future IQ Contract
- 9. 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 Special Meeting**  
**Tuesday, September 6, 2016**  
**10:00a.m. – Conference Room 3**

Committee Members Present: Kim Likins, David Ames, and John McCann  
Committee Members Absent: Chairman Tom Lennox  
Town Council Present: Bill Harkins  
Town Staff Present: Charles Cousins, Director of Community Development; Shawn Colin, Deputy Director of Community Development; Tom Fultz, Director of Administrative Services; Teresa Haley, Administrative Assistant  
Others Present: Alex Brown, Chairman of the Planning Commission

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**1. Call to Order**

Ms. Likins called the meeting to order at 10:00a.m.

**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) Interview Vision Consulting Firm

Mr. Jamie Greene, Principal of Planning Next, presented a proposal for a Community Visioning Process for Hilton Head Island. Mr. Greene presented information on past projects and introduced his project team along with their roles and responsibilities. Ms. Sarah Bongiorno, Project Coordinator, joined the interview via telephone. Mr. Greene and Ms. Bongiorno provided an overview of their firm's process to achieve a vision for Hilton Head Island. The process includes understanding the island, public engagement, and delivering a vision plan and action report.

There was discussion on the following items:

- The organizational structure of the Visioning Process
- Distinct roles and responsibilities of the Vision Project Management Team, Vision Consultant, Project Coordinator, Vision Team
- Coordinating with the Town's communications firm, Rawle Murdy
- Public engagement, education, and communication
- Examples of similar projects and results
- Development of a 501(c)(3) non-profit organization
- Methods of data gathering and analysis
- Transparent process with supported results
- Creating a balanced community and remaining relevant in future generations
- Addressing local and regional issues
- Timelines, deliverables, reports, action plans

Ms. Likins asked for public comments and there were none. Ms. Likins and the Committee thanked the Planning Next organization for their time and presentation today.

**4. Adjournment**

The meeting was adjourned at 11:17a.m.

Submitted By:

Approved By:

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Teresa Haley  
Senior Administrative Assistant

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David Ames  
Chairman

DRAFT

**TOWN OF HILTON HEAD ISLAND**  
**Public Planning Committee Special Meeting**  
**Tuesday, September 6, 2016**  
**2:00p.m. – Conference Room 3**

Committee Members Present: Kim Likins, David Ames, and John McCann  
Committee Members Absent: Chairman Tom Lennox  
Town Council Present: Bill Harkins  
Town Staff Present: Charles Cousins, Director of Community Development; Shawn Colin, Deputy Director of Community Development; Tom Fultz, Director of Administrative Services; Teresa Haley, Administrative Assistant  
Others Present: Alex Brown, Chairman of the Planning Commission

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**1. Call to Order**

Ms. Likins called the meeting to order at 2:02p.m.

**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) Interview Vision Consulting Firm

Mr. Steven Ames, Principal of Steven Ames Planning, presented a proposal for a Community Visioning Process for Hilton Head Island. Mr. Ames presented information on past projects and introduced his project team along with their roles and responsibilities. Ms. Ruth Williamson, Principal of Ruth Williamson Consulting, joined the interview via telephone. Mr. Ames and Ms. Williamson provided an overview of their planning model process. The process includes understanding community values, public engagement, addressing emerging trends and issues, creating a vision, and implementing an action plan.

There was discussion on the following items:

- The organizational structure of the Visioning Process
- Distinct roles and responsibilities of the Vision Project Management Team, Vision Consultant, Project Coordinator, Vision Team
- Coordinating with the Town's communications firm, Rawle Murdy
- Public engagement, education, and communication
- Examples of similar projects and results
- Development of a 501(c)(3) non-profit organization
- Methods of data gathering and analysis
- Transparent process with supported results
- Creating a balanced community and remaining relevant in future generations
- Addressing local and regional issues
- Timelines, deliverables, reports, action plans

Ms. Likins asked for public comments and there were none. Ms. Likins and the Committee thanked Mr. Ames and Ms. Williamson for their time and presentation today.

**4. Adjournment**

The meeting was adjourned at 3:42p.m.

Submitted By:

Approved By:

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Teresa Haley  
Senior Administrative Assistant

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David Ames  
Chairman

DRAFT

**TOWN OF HILTON HEAD ISLAND**  
**Public Planning Committee Special Meeting**  
**Wednesday, September 7, 2016**  
**11:00a.m. – Conference Room 3**

Committee Members Present: Kim Likins, David Ames, and John McCann  
Committee Members Absent: Chairman Tom Lennox  
Town Council Present: Bill Harkins  
Town Staff Present: Charles Cousins, Director of Community Development; Shawn Colin, Deputy Director of Community Development; Tom Fultz, Director of Administrative Services; Teresa Haley, Administrative Assistant  
Others Present: Alex Brown, Chairman of the Planning Commission

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**1. Call to Order**

Ms. Likins called the meeting to order at 11:05a.m.

**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) Interview Vision Consulting Firm

Mr. David Beurle, CEO of Future iQ Partners, presented a proposal for a Community Visioning Process for Hilton Head Island. Mr. Beurle introduced his associate in attendance, Ms. Heather Branigin, Research and Development Specialist. Mr. Beurle introduced the remainder of his project team along with their roles and responsibilities. Mr. Beurle and Ms. Branigin presented detailed information on several past projects. Mr. Beurle provided an overview of their proposed project process plan. This proposed plan and production of deliverables are divided into four tasks. Task one involves initial planning and background research, meetings, interviews and benchmark analysis. Task two involves the project coordinator job description and recruitment. Task three includes community engagement, surveys, data and deliverables. Task four includes the final Town of Hilton Head Island Community Vision.

There was discussion on the following items:

- The organizational structure of the Visioning Process
- Distinct roles and responsibilities of the Vision Project Management Team, Vision Consultant, Project Coordinator, Vision Team
- Coordinating with the Town's communications firm, Rawle Murdy
- Public engagement, education, and communication
- Examples of similar projects and results
- Development of a 501(c)(3) non-profit organization
- Methods of data gathering and analysis
- Transparent process with supported results
- Creating a balanced community and remaining relevant in future generations
- Addressing local and regional issues

- Timelines, deliverables, reports, action plans

Ms. Likins asked the public for comments. A member of the public stated that the community is facing tough issues and asked how do you deal with them so that they (issues) get solved? Mr. Beurle stated that the process won't provide the solution; it's about providing a vision of what the community wants for the future. The data analysis would certainly show these issues (i.e. workforce, diversity, environmental) if communicated by citizens during the process. The benchmark analysis could point the community in the direction of how to handle these issues. The solution gets picked up in the Town's Comprehensive Plan or the work that follows the Vision Plan. Mr. Beurle clarified that their proposal is in response to the RFP which involves community vision, community engagement, and the data from the process.

Ms. Likins and the Committee thanked Mr. Beurle and the Future iQ Partners organization for their time and presentation today.

#### 4. Adjournment

The meeting was adjourned at 12:35p.m.

Submitted By:

Approved By:

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Teresa Haley  
Senior Administrative Assistant

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David Ames  
Chairman

**TOWN OF HILTON HEAD ISLAND**  
**Public Planning Committee Special Meeting**  
**Thursday, September 8, 2016**  
**4:00p.m. – Conference Room 3**

Committee Members Present: Chairman Tom Lennox, Kim Likins, David Ames and John McCann (as alternate)

Committee Members Absent: None

Town Council Present: Bill Harkins

Town Staff Present: Charles Cousins, Director of Community Development; Tom Fultz, Director of Administrative Services; Jill Foster, Deputy Director of Community Development; Jayme Lopko, Senior Planner; Teresa Haley, Administrative Assistant

Others Present: Alex Brown, Chairman of the Planning Commission

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**1. Call to Order**

Chairman Lennox called the meeting to order at 4:00p.m.

**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 the Minutes – August 4, 2016 and August 18, 2016**

The minutes of the regular Public Planning Committee Meeting held on August 4, 2016 were **approved** as submitted by general consent. The minutes of the special Public Planning Committee Meeting held on August 18, 2016 were **approved** as submitted by general consent.

**5. Unfinished Business**

**6. New Business**

a) Recommendation of a Vision Consultant

Chairman Lennox asked for feedback on the three Vision Consultant interviews. Each consultant provided an interesting presentation, including unique perspectives, skills, approaches and methodologies to complete the project for the Town. Upon the conclusion of the interview process, the selection team continued discussions and evaluation of the proposals and firms against the project requirements and expectations. The selection team reached consensus on Future iQ Partners as the firm whose proposal most closely met the needs of the project and Town expectations. There were several areas where their presentation highlighted features of their process that were both unique and exceeded those of the other two firms.

- Their methodology, which is highly focused on a scientific approach, was compelling. It provides a structured, integrated, data-driven decision making system.
- Their process provides for full transparency, open and inclusive input options and also provides flexibility in the outreach effort. The products and outputs outlined in the

presentation and recommended in the proposal demonstrated a reality check mechanism, including a plausible futures scenarios which provides opportunities to be creative but in the context of what is possible.

- This process facilitates a policy framework for a community vision that is much easier to understand, and ultimate actions and decisions are more easily defined, supported and defensible.

The Selection Team for RFP 2016-0010 requests that the Public Planning Committee recommends Town Council approve the selection of Future iQ Partners as the Community Visioning Process Consultant in which to enter a contract.

Ms. Likins made a **motion** that the Public Planning Committee recommends Town Council **approve** the selection of Future iQ Partners as the Community Visioning Process Consultant with which the Town enters a contract. Mr. Ames **seconded** the motion. The motion **passed** with a vote of 3-0-0.

b) Recommendation of Project Vision Management Team Members

The Committee discussed concerns and considerations for recommending the Project Vision Management Team Members at this time. The Committee is interested in feedback from the Vision Consultant regarding this team prior to announcing its members. Ms. Likins made a **motion** to defer the recommendation of Project Vision Management Team Members. Mr. Ames **seconded** the motion. The motion **passed** with a vote of 3-0-0.

**7. Executive Session**

**a. Personnel Matters**

Appointments to Boards and Commissions:

- (1) Discussion of matters related to recommending potential appointments to the Vision Project Management Team

**b. Contractual Matters**

Discussion of negotiations incident to:

- (1) Proposed contractual arrangements for Vision Consultant.

The Committee did not enter into Executive Session. The entirety of the meeting was conducted in Open Session.

**8. Adjournment**

The meeting was adjourned at 5:23p.m.

Submitted By:

Approved By:

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Teresa Haley  
Senior Administrative Assistant

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David Ames  
Chairman

**TOWN OF HILTON HEAD ISLAND  
PUBLIC PLANNING COMMITTEE  
2017 Meeting Schedule**

| Meetings Are Held On The First Thursday of Each Month at 3:00pm In Council Chambers | Meeting Deadline is at 12:00pm On the Following Dates |
|---|---|
| January 5   | <del>December 22, 2016</del>                          |
| February 2  | January 19, 2017                                      |
| March 2   | February 16, 2017                                     |
| April 6   | March 23, 2017  |
| May 4   | April 20, 2017  |
| June 1  | May 18, 2017  |
| July 6  | June 22, 2017   |
| August 3  | July 20, 2017   |
| September 7   | August 24, 2017                                       |
| October 5   | September 21, 2017                                    |
| November 2  | October 19, 2017                                      |
| December 7  | November 23, 2017                                     |

*Submission Deadline is two weeks before the meeting date.*