

# TOWN OF HILTON HEAD ISLAND PLANNING COMMISSION-CIP COMMITTEE

Date: March 21, 2011

Time: 2:00 P.M.

Members Present: Tom Lennox, Chairman, Tom Crews, Gail Quick, Al Vadnais, Ex-Officio

Members Absent: Charles Young, III

Staff Present: Scott Liggett, Brian Hulbert, Julian Walls, Ed Boring, Jeff Buckalew, Jennifer Lyle, Jayme Lopko, Shawn Colin

Others Present: Frank Babel, *Squeaky Wheels Cycling Advocacy Group*, Loretta Warden, *Planning Commission*

Media Present: None

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## **I. FOIA 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.

## **II. New Business**

### **1. Overview of Proposed Refinements in Planning Commissions Capital Improvements Program (CIP) Review and Recommendation Process**

Scott Liggett advised that confirmation of priority projects for the upcoming year is arguably the most critical of all our tasks today. With respect to the first item, I am sure the Committee will recall the notion of some process improvements and refinements that were first discussed last fall whereby we would primarily engage the Committee and Planning Commission to deal with CIP items in order to garnish a recommendation for TC largely shifted to the fall such that staff can then primarily engage Town Council with the budget discussions in the spring. Mr. Liggett stated it was his expectation to continue to support the Committee with quarterly meetings. Mr. Lennox asked Scott to memorialize this and get some dates on the calendar for the quarterly updates and what will be covered during the quarterly updates.

### **2. Confirmation of Fiscal Year (FY) 2012 Proposed Priority Projects**

Mr. Liggett proceeded to review the 2012 Proposed Priority Projects and advised the Committee that there are two additions which are the result of modifications to the staff recommendation, both of them in the big scheme of things relatively minor. One has to do with some minor amount of funding devoted to what we are calling the Public Art Program, the foundations for the purchased art that Town Council has expressed an interest in purchasing this fall. The other, given the response we've gotten from Town Council and their Committee some additional surveillance cameras. At this point the locations are unspecified, but to provide Town Council with that opportunity should they so direct. Gail Quick motioned to approve the list of 2012 Proposed Priority

Projects. Tom Crews seconded. The motion passed unanimously. Al Vadnais stated for the record he strongly urges that the Rowing and Sailing Center be pushed up in time.

**3. Town Council's Policy Agenda 2011**

Mr. Liggett proceeded to review Town Council's Policy Agenda for 2011. After a brief overview of the six listed High Priority Projects, Mr. Liggett stated the challenge for Town Council is how they go about prioritizing the projects. Al Vadnais asked Mr. Liggett if it would be helpful to get a recommendation from the Planning Commission. After a brief discussion, Mr. Lennox asked whether there was a recommendation from the Committee to move the processing of prioritizing these to the Planning Commission. Mr. Vadnais stated at least as a subject of discussion.

**4. Overview of Out-years' Projects**

Mr. Liggett advised there is obvious linkage to that whole prioritization discussion and the out years projects and stated he was not looking for any type of action from the Committee or the Commission in the short term, but was just doing some table setting for when we are able to reconvene sometime in June after we have concluded the budget process with Town Council and are able pick this back up particularly with the Committee as we look through the out years. Each of the project categories has its merits. One of the things that have confused things over the years is how one goes about making a determination whether one particular pathway is more important or less important than one particular drainage project vs. a roadway project, etc. I am fully prepared and would like to cover some ground with the Committee between now and when we get together in sharing the current ranking mechanism with you all to garnish some input, understand what if anything else you might want us to consider.

Mr. Liggett also advised the Committee that Jeff Buckalew and Shawn Colin have been talking about in concept about the notion of creating what amounts to a CIP Project Book with detailed information on each individual project.

**5. Status Report – Key FY11 Projects**

One of the other improvements I am hoping to make in the process Mr. Liggett stated are discussions with the Committee and in turn with the Commission regarding upcoming public projects. I was hoping to use this Committee to provide some updates during the quarterly meetings. Mr. Liggett then proceeded to review some projects that are currently ongoing.

**III. Adjournment:**

There being no further business, the meeting was adjourned at 3:15 p.m.

Respectfully Submitted,

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**Karen D. Knox**  
**Senior Administrative Assistant**

***These Minutes were not formally approved due to turnover in Committee Members.***