

**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*

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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. 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: August 4, 2016

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Eileen Wilson  
Sr. Administrative Assistant

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Tom Lennox  
Chairman