

**TOWN OF HILTON HEAD ISLAND**  
**Public Planning Committee Special Meeting**  
**Tuesday, September 6, 2016**  
**2:00 p.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: January 12, 2017

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Teresa Haley  
Senior Administrative Assistant

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David Ames  
Chairman