



**Town of Hilton Head Island  
Planning Commission  
Comprehensive Plan Committee  
Tuesday, July 31, 2018 – 4:00 p.m.**

**Location: Hilton Head Island Public Service District  
Community Room – 21 Oak Park Drive  
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. Acceptance of Meeting Notes from May 9, 2017 Meeting**
- 4. Discussion of Developing the Process of Phase 2 of Vision “Reinventing Sustainability Again” and Comprehensive Plan**
- 5. Adjournment**

*Please note that a quorum of Town Council may result if four or more of their members attend this meeting.  
A quorum of Planning Commissioners may result if five or more of their members attend this meeting.*

**TOWN OF HILTON HEAD ISLAND**  
**Comprehensive Plan Committee of the Planning Commission**  
**Meeting Notes of the May 9, 2017 – 4:00 p.m. Meeting**  
**Conference Room Three, Town Hall**

Comprehensive Plan Committee Members Present: Judd Carstens (Chairman), Peter Kristian, Caroline McVitty, Lavon Stevens

Town Staff Present: Jayme Lopko, Senior Planner

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- Chairman Carstens called the meeting to order at 4:00 p.m.
- The meeting notes from the January 9, 2017 Comprehensive Plan Committee were accepted by consent.
- Jayme Lopko informed the Committee that when the Comprehensive Plan was before Town Council they requested additional information be included in this review. The addition of this information was considered substantial enough that it should come back to the Planning Commission and Comprehensive Plan Committee for review prior to approval.
- The Committee discussed the Cultural Resources Element with regard to the information added about the Culture and Arts Network Director and associated committee.
- The Committee discussed the Community Facilities Element with regard to the information added about the Sewer Master Plan.
- Commissioner Kristian made a motion to forward the Comprehensive Plan and its appendices to the full Planning Commission as amended. Caroline McVitty seconded the motion and the motion passed by a vote of 4-0-0.
- Chairman Carstens adjourned the meeting at 4:32 p.m.

Submitted by: Jayme Lopko, Senior Planner

Meeting date: May 9, 2017



# **TOWN OF HILTON HEAD ISLAND**

*Community Development Department*

**TO:** Planning Commission  
**VIA:** Charles Cousins, *AICP, Director of Community Development*  
**VIA:** Jennifer Ray, *ASLA, Planning and Special Projects Manager*  
**FROM:** Emily Sparks, *Project Lead*  
**CC:** Shawn Colin, *AICP, Deputy Director of Community Development*  
**DATE:** July 27, 2018  
**SUBJECT:** Vision Phase 2 and Comprehensive Planning

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On July 18, 2018 staff presented to Planning Commission a proposed process and principles to direct Phase 2 of the Vision and align it with the Comprehensive Plan. Enclosed are proposed revisions to the process and principles based on feedback from the Public Planning Committee, Planning Commission and the public, as well as a diagram demonstrating the proposed process.

Attachment:

Exhibit A, *proposed revised principles*

Exhibit B, *proposed revised process*

Exhibit C, *proposed diagram*

## Proposed *REVISED* principles:

- continue to be open, inclusive, and transparent;
- continue to include public *leadership*, involvement and input;
- encourage and foster anchor institution *leadership*, support and participation to advance the community Vision;
- utilize key metrics for decision making as identified in *Vision and Strategic Action Plan* both by the Town and anchor institutions
- ensure alignment of the Comprehensive Plan with the community Vision;
- ensure communication strategies continue the conversation about the Vision within the community and anchor institutions; and
- *identify*, attract, recruit and leverage talent and resources to support the process (i.e. Staff, experts within the community, external stakeholders, and/or consultants).



## Exhibit B

### Proposed *REVISED* process:

- ~~Staff to immediately~~ Immediately begin work with the Planning Commission to launch the rewrite of the Comprehensive Plan.
- ~~Staff will produce~~ Produce educational materials about the Vision, how it aligns with current priorities, and how it is being used to guide the Comprehensive Plan rewrite.
- ~~Staff will continue~~ Continue the use of the communications tools from Phase 1.
  - *Appoint community representatives to ensure that the process and principles are followed and coordination between pillar workgroups.*
- ~~Staff will lead the effort and attract~~ *Identify*, attract, recruit and leverage the public, experts, and other resources as needed.
- ~~Staff will leverage~~ Leverage the extensive community feedback, data and resources from Vision Phase 1 to create the foundation of the Comprehensive Plan.
- The renewed Comprehensive Plan will be structured around the Vision pillars, as opposed to the State required elements that anchored previous plans.

2020 Proposed Comp Plan Schedule (22 Months)	
Project Kickoff with Planning Commission	July 2018
Working Groups Continued Public Engagement Inventory of Existing Conditions Statement of Needs and Goals Implementation Strategies with Timeframes	August 2018-November 2019 (15 months)
Final Draft Plan	December 2019
Review, Revision and Adoption of Final Plan	December 2019 – May 2020



# Exhibit C



March – December 2017	February 2018	May 2018
<p><b>4,500 HOURS</b> of Community Engagement</p>	<p><b>Vision Report + Roadmap</b> published</p>	<p><b>Community Vision Adopted</b></p>

**PHASE 1** Established a dynamic community engagement process and developed a Community Vision.



September 2018	12 Months	3 Months	December 2019	February 2020	May 2020
<p><b>Our Plan* Orientation + Kickoff</b></p>	<p><b>Our People Workgroup Meetings + Think Tanks</b></p>	<p><b>Our Plan* Draft Strategies</b></p>	<p><b>Draft Plan</b> from Comprehensive Plan Committee</p>	<p><b>Planning Commission Recommends to Town Council</b></p>	<p><b>Town Council</b></p>

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**PHASE 2** Establishing implementation strategies to advance the Community Vision by aligning policy changes and public and private action in a new Comprehensive Plan.

\* Draft group and activity names pending branding of new Comprehensive Plan effort.

\*\* Anchor Institutions include representatives from the fields of economic development, education, healthcare, non-profit/foundation, culture/arts, transportation, housing, environment, tourism/hospitality, public health, utility, etc.