



# The Town of Hilton Head Island Parks & Recreation Commission Workshop Session

Wednesday, October 24, 2018

3:30 p.m.

Conference Room 3

## 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. **Pledge of Allegiance to the Flag**
3. **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.
4. **Swearing in Ceremony for New Commissioner Michael McCullion**
5. **Approval of Minutes**
  - a. Parks & Recreation Commission Meeting of August 9, 2018
6. **Reports**
  - a. Island Recreation Association Update – Mr. Frank Soule
7. **Unfinished Business**
8. **New Business**
  - *Proposed* 2019 Parks & Recreation Meeting Dates
  - Work Session items:
    - Municipal budget process
    - Review of Town-owned recreational facilities (master plans and as-built conditions)
      - Chaplin Community Park, Crossings Park & Bristol Sports Arena, and Jarvis Creek Park, Compass Rose Park and Greens Shell Park
9. **Park Updates**
10. **Appearance by Citizens on Items Unrelated to Today's Agenda**
11. **Park Commissioner Comments**
12. **Adjournment**

Please note that a quorum of Town Council may result if four (4) or more Town Council members attend this meeting.

**The Town of Hilton Head Island**  
**Regular Parks & Recreation Commission Meeting**  
**Thursday, August 9, 2018**  
**3:30 p.m.**

**Members Present:** Ray Kisiah, Caroline Rinehart, Jerry Okarma, Jack Daly

**Members Absent:** Paul Boes, Mike Ray

**Town Council:** David Bennet, *Mayor*; Kim Likins, *Mayor Pro-Tem*; David Ames

**Town Staff:** Marcy Benson, *Sr. Grants Administrator*; Shawn Colin, *Deputy Director Community Development*; Chris Darnell, *Urban Designer*; Scott Liggett, *Director of Public Projects & Facilities*; Julian Walls, *Facilities Manager*

**Other:** Tom Peeples, *Builder*; Frank Soule, *Executive Director for Island Recreation Association*; Bob Rozek, *Recreation Director*; Katherine Kokal, *Island Packet*; Eleanor Lightsey, *Lowcountry Inside Track*

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**1. Call to Order**

Chairman Kisiah called the meeting to order at 3:30 p.m.

**2. Freedom of Information 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.

Chairman Kisiah stated this is an informal work session to help the Parks & Recreation Commissioners learn about Town processes, the history of parks and park development on Hilton Head Island.

**3. Approval of Minutes**

The Parks & Recreation Commission meeting minutes of July 12, 2018 were approved as presented.

**4. Appearance by Citizens on Items Unrelated to Today's Agenda – moved to end of meeting.**

**5. August Work Session**

- **Review of Town-owned property inventory including history of purchase, purpose, restrictions, etc. as well as parcels purchased for parks.**

Ms. Benson presented an in-depth background of Town-owned property as well as the history and purpose of each park.

- **CIP process and the process for project prioritization**

Mr. Liggett explained the Capital Improvement Project (CIP) process in detail. Mr. Liggett listed six categories of the CIP: pathways, roadway improvements, park development, existing infrastructure, new infrastructure and beach management.

The CIP is part planning for future years, managing and execution of projects.

Depending on resources such as staff and funding, Town staff creates a list of priority projects and makes a recommendation to the Planning Commission's CIP Committee. It then goes to the full Planning Commission and then to Town Council. Staff is mindful of public safety, economic sense of scale and complexity of projects. Mr. Liggett stated the time is right to revisit the state of our parks and facilities. Mr. Liggett suggested creating a long-term, mid-term and short-term list of needs of these parks.

The Parks & Recreation Commission should develop a policy of its own on how to process requests that come to the Commission from residents/park users. Chairman Kisiah suggested meeting with the Public Facilities Technicians since they interact as much as anyone with people at parks and they see how the parks are being used.

- **Maintenance**

Mr. Walls stated the parks operating budget contains accounts for contracted services, repairs maintenance account for beach parks and parks, landscape maintenance account. We focus on preventive maintenance; out-year maintenance plan, quarterly inspections that list everything in the parks and technicians monitor it. Scheduled repairs in fall, winter and spring. Technicians are issued work requests. The schedules are staggered so we can have a technician in the field seven days a week.

- **Special Events**

Mr. Walls stated there are certain parks listed in a Memorandum of Understanding (MOU) that allows the Island Recreation Center to use for special events. Mr. Soule makes sure the event is suitable for that particular park. Special events permits are for outdoor events with 500+ people attending. Town staff reviews the special event application which has to be submitted 30 days prior to the event. Last year there were 108 permits issued for special events.

- **Review of Town-owned recreational facilities (master plans)**

- Planned Coligny Park and Chaplin Linear Park

Mr. Chris Darnell described in detail the plans for the Lowcountry Celebration Park which includes a band shell, public greenscape for events, childrens' museum, kids' water zone, adventure playground and educational walkway along the existing lagoon.

Mr. Darnell presented conceptual plans for Chaplin Linear Park. The project is located in the Shelter Cove and Chaplin areas. It would link Shelter Cove with Collier Beach Park through the use of multi-purpose pathways, boardwalks and pedestrian bridges that take advantage of the natural resources of the project area, highlighting scenic views and increasing access to open space that creates the opportunity for environmental education and recreational experiences. The project will also include parking and restrooms at various locations, including Shelter Cove Lane and off Burkes Beach Road. The project will be designed to minimize impacts on natural resources and enhance the quality of open spaces and character of the Chaplin area.

## 6. Park Updates

Mr. Walls announced the pickleball striping of the basketball courts at Chaplin will be complete next week. Mr. Soule will create a schedule so it becomes a multi-use court.

## **Appearance by Citizens**

Mr. Frank Soule stated there will be a basketball game at the newly remodeled gym at Island Recreation Center between the Hilton Head Island Fire & Rescue and Beaufort County Sheriff's Office on Saturday, August 18, 2018.

Ms. Hannah Horne, Director of Public Policy and Small Business at the Hilton Head Island/Bluffton Chamber of Commerce introduced herself and stated she is looking forward to working with this Commission.

### **7. Park Commissioner Comments**

Each Commissioner thanked Town staff and expressed appreciation for the presentations and information to help them get up to speed. Chairman Kisiah stated the Island Recreation Association has developed a list of improvements and additions for some of the parks and will present it at next month's Parks & Recreation Commission meeting.

Chairman Kisiah stated this Commission has a lot of work to do. Chairman Kisiah challenged the Commissioners to visit the parks and make notes. Chairman Kisiah also challenged the Commissioners to contact and meet with interested park user groups and athletic leagues that use the parks and get their input. This Commission needs to start putting together information for park recommendations down the road.

### **8. Adjournment**

There being no further business, the meeting adjourned at 5:15 p.m.

Respectfully submitted by Eileen Wilson

Approved by: \_\_\_\_\_  
Ray Kisiah, Chairman

Town of Hilton Head Island

**2019 Parks and Recreation *Proposed* Meeting Dates**

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**\*Meetings are on the second Thursday at 3:30 pm**

Benjamin M. Racusin Council Chambers

One Town Center Court

Hilton Head Island, SC 29928

Thursday, January 10, 2019
Thursday, February 14, 2019
Thursday, March 14, 2019
Thursday, April 11, 2019
Thursday, May 9, 2019
Thursday, June 13, 2019
Thursday, July 11, 2019
Thursday, August 8, 2019
Thursday, September 12, 2019
Thursday, October 10, 2019
Thursday, November 14, 2019
Thursday, December 12, 2019