



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

Thursday, January 10, 2019

3:30 p.m.

Council Chambers

AGENDA

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. **Approval of Minutes**
 - a. Parks & Recreation Commission Meeting of December 13, 2018
5. **Reports**
 - a. **Island Recreation Center Report**
6. **Unfinished Business**
7. **New Business**
 - Review Draft of CIP Recommendations List
 - Greater Island Council Parks & Recreation survey results presentation – Heather Rath
8. **Park Updates**
9. **Appearance by Citizens on Items Unrelated to Today's Agenda**
10. **Park Commissioner Comments**
11. **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
Parks & Recreation Commission Work Session
Thursday, December 13, 2018
3:30 p.m.**

Members Present: Paul Boes, Ray Kisiah, Caroline Rinehart, Jerry Okarma, Jack Daly, Michael McCullion

Members Absent: Mike Ray

Town Staff: Marcy Benson, *Sr. Grants Administrator*; Jennifer Ray, *Planning & Special Projects Manager*; Julian Walls, *Facilities Manager*;

Other: Frank Soule, *Executive Director for Island Recreation Association*;

1. Call to Order

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

2. Pledge of Allegiance to the Flag

3. 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.

4. Approval of Minutes

The Parks & Recreation Commission meeting minutes of November 8, 2018 were approved as presented.

6. Reports

a. Island Recreation Association Update – none

7. Unfinished Business - none

8. New Business

Chairman Kisiah asked staff to add Heather Rath to the January Parks & Recreation Commission agenda. Ms. Rath will share the results of the survey conducted by the Greater Island Council's Parks & Recreation Committee.

Chairman Kisiah announced Town Council adopted goals at their workshop today and one of the goals includes a new parks and recreation master plan for next year.

Work Session item:

- **Prepare list of proposed park upgrades; open discussion by Parks & Recreation Commission.**

Chairman Kisiah presented a draft list of proposed park upgrades for the upcoming CIP. Chairman Kisiah did not include items that would be addressed through the master plan. Chairman Kisiah thanked the Commissioners for providing their suggestions to him.

The Commission reviewed each proposed project on the list, discussed the estimated costs and removed a few items that are not considered park upgrades.

The following items were discussed:

- Environmental pathway by Crossings Park in woods is a dual purpose pathway for hiking and biking; there are trails and signs on both sides of the road. The Town inspects it quarterly.
- It was suggested there be connectivity from Boggy Gut to the USCB campus and Park Plaza Center in order to keep bikes and pedestrians off Pope Avenue.
- The bike racks at Shelter Cove should be relocated to a more accessible area in Shelter Cove.
- Consider putting turf down on the Crossing's Park athletic field.
- Create connector between the sailing and rowing center and Greens Shell Park by extending the bike path or put in a boardwalk.
- Consider placing fitness stations on the trail at Jarvis Creek Park.
- Funding for 20 pickleball courts.
- How often are facilities used by the user group it is intended for.

Mr. Walls will get estimates for re-sodding the fields in Crossing's Park as well as an estimate for turf. Mr. Walls will also get estimates on lighting at Chaplin Park.

Staff will edit the proposed list of park upgrades and will meet with the Parks & Recreation Chairman prior to the January Parks & Recreation Commission meeting.

When the January Parks & Recreation Commission agenda is published on the Town's website, the updated proposed park updates list will be available for the public prior to the meeting. At the January Parks & Recreation Commission meeting, the Commissioners will hear public comment and then prioritize the project list.

9. Park Updates – none

10. Appearance by Citizens

Mr. Soule stated the Island Recreation is close to scheduling a grand opening and a ribbon cutting ceremony in January.

Mr. Babel stated biking is an important amenity for Hilton Head Island and stressed the need to raise awareness of public safety.

11. Park Commissioner Comments

12. Adjournment

There being no further business, the meeting adjourned at 4:41 p.m.

Respectfully submitted by Eileen Wilson

Approved by: _____
Ray Kisiah, Chairman

DRAFT

Project	Description	Estimated Cost	Priority
Parks and Recreation Master Plan	10 year plan to guide development of a comprehensive parks and recreation program	\$ 250,000	
Jarvis Creek Park Playground	Update the Playground at Jarvis Creek Park to include poured-in-place surfacing	\$ 75,000	
Chaplin Park Athletic Field Lighting	New field lighting for the field closest to HWY 278	\$ 100,000	
Chaplin Park WiFi	Provide for WiFi coverage	\$ 50,000	
Park WiFi	Other Parks	\$ 80,000	
Bristol Sports Complex Hockey Rink Fence Replacement	Replace fencing around the hockey rink/skate ramps	\$ 120,000	
Shelter Cove Park Amenities	Includes bike racks, Picnic Tables, Sun Shades for the open event space, an awning for the performance stage	\$ 40,000	
Crossings Park	Batting Cages (replace 4 batting cages)	\$ 175,000	
Crossings Park	Improve Meadow	\$ 5,000	
Crossings Park/turf	Re-sod and upgrade irrigations turf as part of master	\$ 90,000	
Crossings Park	Bathroom at soccer field	\$ 150,000	
Sailing and Row	expand playground/increase parking	\$ 125,000	
Barker Field Extension	Picnic shelter	\$ 75,000	
Total FY 20		\$ 1,335,000	

**HILTON HEAD ISLAND, SC
COMPREHENSIVE PARKS & RECREATION NEEDS ASSESSMENT
KEY CONSIDERATIONS**

1. WHY & WHY NOW?

- a. The Town of Hilton Head Island is embarking on a comprehensive visioning process.
- b. During this time of community visioning, a separate comprehensive evaluation of the Town's Parks and Recreation services and facilities is also needed to define community needs and determine how best to meet those needs and inform the visioning process.
- c. In addition, Beaufort County is considering turning over its role and funding for parks and recreation to the Town of Hilton Head Island. This represents a significant opportunity to rethink how and what parks and recreation services are delivered to residents and visitors.
- d. The current parks and recreation organization system and structure is working well, but is complex and needs clarification and current and future needs should be identified.

2. WHAT IS A COMPREHENSIVE PARKS & RECREATION NEEDS ASSESSMENT?

- a. A Comprehensive Parks & Recreation Needs Assessment is a process commonly used by municipalities and counties to provide clarity to how and what park and recreation services are needed and delivered.

3. WHO SHOULD CONDUCT THE NEEDS ASSESSMENT?

- a. The Town of Hilton Head Island's Parks & Recreation Commission should conduct the needs assessment. The powers and duties of the Commission are stated to be as follows:
"To make studies of the existing facilities for parks and recreation within the Town of Hilton Head Island, and to assess the future needs of the citizens and residents of the Town, and to make recommendations to the Town Council for the establishment of long and short term goals concerning the development and management of parks and recreation facilities for the citizens and residents of the Town (hereinafter the master parks and recreation plan). In making such studies and recommendations to the Town Council, the Commission shall include and/or address the following:
 - 1) *An analysis of the operations, program delivery systems, and financial commitment of the County to parks and recreation within the Town;*
 - 2) *A review of existing and proposed recreation management services and programs. The Commission shall recommend to the Town Council providers of said services and/or programs;*
 - 3) *A recommendation of standards for the development, preservation, and maintenance of parks and recreation facilities;*
 - 4) *An analysis of budgets and financial statements submitted by existing recreation management providers within the Town;*
 - 5) *An analysis of the existing plans and proposals of the various boards, commissions, or agencies of the Town; for example, Planning Commission, land bank commission as well as other entities such as the Island Recreation Association, for the development of parks, open space and recreation (both passive and active) within the Town."*

4. HOW SHOULD THE NEEDS ASSESSMENT BE CONDUCTED?

- a. The Commission would like to appoint a Special Committee to the Parks & Recreation Commission to determine scope and oversee the preparation of this needs assessment. This project steering committee could include representatives from the following:
 - 1) Parks & Recreation Commission
 - 2) Town Council & Town Staff
 - 3) Planning Commission
 - 4) Island Recreation Association Staff & Boards
 - 5) Representatives from Recreation User Groups
 - 6) Representatives from Native Islander & Hispanic Communities & Other Groups

HILTON HEAD ISLAND COMPREHENSIVE PARKS & RECREATION NEEDS ASSESSMENT

Possible Work Plan Tasks & Scope Options

1. PROJECT INITIATION, RESEARCH & ANALYSIS

- a. Project Kick-off & Scope Review
- b. Demographics Research
- c. Local Research & Recreation Trends Analysis
- d. Park & Facility Inventory & Assessment
- e. Recreation Programs and Services Inventory & Assessment

2. OUTREACH AND NEEDS ASSESSMENT

- a. Public Outreach, Focus Group & Stakeholder Meetings
- b. Public Opinion Survey
- c. Programs & Services Needs Assessment and Level of Service (LOS)
- d. Parks & Facilities Needs Assessment and Level of Service (LOS)
- e. Park Types and Classification System Assessment

3. NEEDS ASSESSMENT PLAN AND RECOMMENDATIONS

- a. Programs & Services Recommendations
- b. Parks & Facilities Recommendations
- c. Leisure Trails & Greenways Recommendations
- d. Open Space Assessment & Recommendations
- e. Short & Long Term Capital Improvements Plan
- f. Organizational Structure & Staffing Recommendations
- g. Maintenance & Operations Recommendations
- h. Funding Options & Revenue Strategies
- i. Five, Ten & Fifteen Year Implementation Strategies
- j. Economic Impact Analysis
- k. Park & Recreation System Mission & Goals
- l. Plans & Recommendations Community Briefings & Hearings
- m. Plan Adoption by Council

Rankings Highest To Lowest - Color Coded/Group of 5	Strong Interest(4 or 5)	Neutral	Minimal Int (1 or 2)
Environmental Pathway	58.9	21.1	20
Recreation Complex	58.8	18.3	22.9
More Piers, Overlooks and Docks	58.4	20.6	21
Re-purposing Golf Course Land Into Passive Use	55	19.9	25.1
Off Pathway/Road Trail Systems	54	20.7	25.3
More Access To Water-Based Activities	47.9	25.9	26.2
Boardwalk/Pathway Along Beach	47.3	16.8	35.9
Outdoor Exercise Equipment	46.5	23.7	29.8
Handicap Accessible Playgrounds	46.3	26.7	27
Pathways Separate Walkers/Bikers	45.8	21.2	33
Botanical Gardens	44.8	22.1	33.1
Indoor Aquatics Facility	44.6	20.1	35.3
Arts & Culture On Pathways	39.7	25.9	34.4
Gullah Market	36.6	26.8	36.6
Improved Kayak Launch Facilities	35.3	25.3	39.4
Community Gardens	35.2	25.4	39.4
Waterpark	33	14.8	52.2
Re-purposing Golf Land Into Art/Culture	31.8	19.3	48.9
Recreational Marketing Booklet/Online Portal	31	26	43
More Group Fitness Opportunities	28.6	27.3	44.1
Expand Pickleball Facilities	28.3	22.3	49.4
Bird Watching/Birding	28.1	23.6	48.3
Dog Parks With Interactive Activities	27.6	20.8	51.6
Paddleboarding/Kayaking Leagues	27.1	19.7	53.2
More Playgrounds	27.1	25.6	47.3
More Facilities To Enhance Sports Tourism	27	23.4	49.6
Beach Volleyball Courts	25.6	24.9	49.5
Expanded Adventure Activities	24.9	27.2	47.9
Sailing Regattas	21.8	25.3	52.9
Synthetic Turf Soccer Field	18.8	16.3	64.9
Bocce and Shuffleboard	18.8	25.7	55.5
Tree House	18.7	13.6	67.7
Scavenger Hunt	15.3	18	66.7