



Town of Hilton Head Island
Our Plan Development Team
Monday, November 18, 2019 at 4:00 pm
Living Lab at Town Hall
MEETING MINUTES

Present From the Development Team: Chairman Judd Carstens, Vice-Chairman Peter Kristian, Jeanne Antonuccio, Morris Campbell, David D'Amico. Michael Scanlon

Present from Town Council: Tamara Becker

Present from Town Staff: Taylor Ladd, Jennifer Ray

Present from Media: None

1. Call to Order

Chairman Carstens called the meeting to order at 4:02 p.m.

2. FOIA 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. Approval of Agenda

Chairman Carstens asked for a motion to approve the agenda. Mr. Kristian moved to approve. Mr. Scanlon seconded. The motion passed with a vote of 7-0.

4. Approval of Minutes

Chairman Carstens asked for a motion to approve the minutes of the August 19, 2019 meeting. Mr. Carroll moved to approve. Mr. Kristian seconded. The motion passed with a vote of 7-0.

5. New Business

a. Review Our Plan timeline and schedule

Taylor Ladd provided an overview for the Development Team of the remaining schedule for Our Plan, including the 2020 Development Team schedule. While the Team is adopting a schedule through April, it is anticipated they will wrap up in March. It was noted that the January 6 and late February- early March meetings would be most important. Ms. Ladd also reviewed the accompanying timeline for the Parks and Recreation Master Plan, which will be adopted in concert with Our Plan.

b. Adopt 2020 Meeting Schedule

Vice-Chairman Peter Kristian moved to approve the 2020 Meeting Schedule. Michael Scanlon seconded. The motion passed with a vote of 6-0.

c. Recap Our Plan Principles and Process and Development Team role

Jennifer Ray discussed with the Development Team a review on the Principles and Processes adopted for the project and their role moving forward into the drafting phase. She called attention to a key Principle important to their role is to “Ensure alignment of the Comp Plan with the Our Future Vision and Strategic Action Plan.”

Mr. D’Amico asked the question about anchor institution involvement in the process and a discussion followed about concern that not enough has been done to ensure the community has been able to provide input during the process. The Development Team discussed this topic. Ms. Ray responded that staff is looking into holding a few focus group meetings in January to give members of the community the opportunity to discuss Our Plan.

Mr. Scanlon moved that in their final meeting, key associations, community elements and anchor institutions be given a draft copy of Our Plan and invited to speak and provide a response at the meeting as it relates to their interests or plans. Mr. Campbell seconded. With more discussion, Mr. Scanlon amended his motion to do this before the last meeting giving staff the opportunity to determine the best time, and Mr. Campbell seconded. The motion passed with a vote of 6-0.

d. Our Plan Discussion

Ms. Ladd reviewed how the Core Values developed through the Our Future Process are connected to Our Plan. The Core Values are central to Our Plan and are what the content of the comprehensive plan will be organized around. This connection is part of the Development Team’s role to follow and ensure is coming together in the plan.

Mr. Kristian asked for more specific information about how the Development Team’s work will funnel into the Comprehensive Plan Sub-Committee of Planning Commission. Ms. Ray discussed the overlap of Commissioners serving the Development Team and Work Groups throughout the process. Two of the three members of the committee are on the Development Team. The sub-committee will receive the recommendation from the Development Team and provide a recommendation to the Planning Commission easily, as a majority of this sub-committee’s typical work is being conducted at Development Team level. Commissioner O’Neil, who is on this sub-committee and not on the Development Team, has been actively involved in two work groups, was a member of the Vision Project Management Team and has been attending Development Team meetings.

Ms. Ladd discussed on more detail what would be expected from the Development Team for the up-coming December 2 meeting. Staff is anticipating a review from the Team on the content submitted from the work groups, as well as any gaps or items in need of more clarity. The staff reports for this meeting will be published in the agenda packet for the meeting.

Ms. Ladd then reviewed the template for the final report that staff will be producing for each core value. The reports will include the content that will build each chapter

in Our Plan, including introduction information, issues identified, goals, keywords, elements and strategies. Staff will be reviewing the current Comprehensive Plan and other adopted Town plans for more strategies to include in the chapters. This final report will be a culmination of the content intended for each core value chapter, with the work group input as the foundation.

6. Appearance by Citizens

Chairman Carstens opened the meeting for public comment. Owen Ambur from the Connected Work Group provided comment about opportunities for connection and inclusion that should be considered for objectives in Our Plan, including ways to organize the presentation of the plan in an online format.

7. Staff Report

- a. Announcements- None

8. Adjournment

The meeting was adjourned at 5:09 p.m.

Submitted by: Taylor Ladd

Approved: December 2, 2019