



The Town of Hilton Head Island  
**Parks & Recreation Commission Meeting**  
Thursday, April 6, 2023, at 3:30 p.m.

## **AGENDA**

---

The Parks & Recreation Commission meeting will be held in-person at Town Hall in the Benjamin M. Racusin Council Chambers.

1. **Call to Order**
2. **Pledge of Allegiance to the Flag**
3. **FOIA Compliance** - Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.
4. **Roll Call**
5. **Approval of Minutes**
  - January 12, 2023
6. **Appearance by Citizens**

Citizens may submit written comments via the ([Town's Open Town Hall Portal](#).) The Portal will close at 4:30 p.m., the day prior to the scheduled meeting. Comments submitted through the Portal will be provided to the Commission and made a part of the official record.
7. **Reports**
  - a) **Parks and Beach Update – Aaron Black**
8. **Unfinished Business**
9. **New Business**
  - a) **Islander's Beach Park Master Plan – Taylor Ladd**
  - b) **Patterson Family Park Master Plan – Erik Ladd**
  - c) **Shelter Cove Expansion Master Plan – Erik Ladd**
10. **Updates**
  - a) **Staff Report – Taylor Ladd**
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.*



**Town of Hilton Head Island  
Parks & Recreation Commission  
Regular Meeting  
Thursday, January 12, 2023 – 3:30 p.m.  
MINUTES**

**Present from the Commission:** Ray Kisiah, Chairman; William Zurilla, Vice-Chairman; Jack Daly; Thomas Dowling; Christina Kristian; Mike Manesiotis; John Parsons

**Present from Town Staff:** Jennifer Ray, *Capital Program Manager*; Aaron Black, *Facilities Manager*; Taylor Ladd, *Project Manager*; Karen Knox, *Senior Administrative Assistant*; Brian Glover, *Administrative Assistant*

**Present from Town Council:** Glenn Stanford

---

**1. Call to Order**

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

**2. Pledge of Allegiance to the Flag**

**3. FOIA Compliance**

Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.

**4. Roll Call**

As noted above.

**5. Approval of Minutes – December 8, 2022**

Commissioner Kristian moved to approve the Minutes of December 8, 2022, with several changes. Mr. Parsons seconded. The motion passed with a vote of 7-0-0.

**6. Appearance by Citizens**

Lee Lucier, CEO of SC Yacht Club, spoke to the Commission about an upcoming sailing event they will be hosting. They provided in-depth information about the expected participants, their families, the space required, and insurance coverage for the event. He asked that the Commission give permission to use Fish Haul Beach Park for the event.

The Commission informed Mr. Lucier they would need to make their presentation to Town Council. Additionally, SC Yacht Club will need to obtain a permit to hold an event of that size.

Mr. Daly motioned that the Commission goes on record in support of the event plan. Mr. Dowling seconded. The motion carried with a vote of 7-0-0.

Frank Babel spoke before the Commission about the older community on the island.

Peter Kristian spoke to the Commission about the need for improvements to pathways between Hilton Head Plantation and the school.

## **7. Reports**

No Report

## **8. Unfinished Business**

### **a) Fiscal Year 2024 CIP Projects**

Jennifer Ray provided a presentation about the CIP Projects list and priorities as included in the packet. The Commission went through the list line by line to provide assessments and recommendations. In addition to their priority assignments, the Commission stressed the importance of starting small projects as early as possible.

The Fiscal Year 2024 CIP Projects were forwarded to the Planning Commission CIP with all recommendations included. It will be presented for assessment by the Planning Commission CIP Committee on January 18, 2023.

## **9. New Business**

## **10. Updates**

### **a) Staff Report – Taylor Ladd**

Ms. Ladd provided an update on the progress of staff projects.

During the last meeting, the Commission asked for more information about the feasibility of sand volleyball courts. Ms. Ladd received estimates and timeframes and provided those to the Commission.

## **11. Park Commissioner Comments**

## **12. Adjournment**

The Meeting was adjourned at 5:40 p.m.

Submitted by: Brian Glover,  
Administrative Assistant

Approved: [Date]

DRAFT



# TOWN OF HILTON HEAD ISLAND

## *Staff Report Memo*

---

**TO:** Parks and Recreation Commission  
**FROM:** Taylor Ladd, Project Manager  
**VIA:** Shawn Colin, Assistant Town Manager-Community Development  
**VIA:** Bryan McIlwee, Assistant Community Development Director  
**VIA:** Jennifer Ray, Capital Program Manager  
**DATE:** March 18, 2023  
**SUBJECT:** Islander's Beach Park Master Plan

---

### **RECOMMENDATION:**

Staff recommends the Parks and Recreation Commission review the Master Plan for proposed improvements for Islander's Beach Park and forward a recommendation of approval to Town Council.

### **SUMMARY:**

Based on recommendations approved through the Parks and Recreation Master Plan and Our Plan, Town Council approved funding in the FY22 and FY23 Capital Budget for an effort to implement improvements for Islander's Beach Park. Further consideration for the park has been granted through Resolution 2022-05 which was passed to address community concerns with regards to beach park parking, access, and passes.

### **BACKGROUND:**

In March 2022, Town Council passed Resolution 2022-05 pertaining to parking at Town-owned beach parks with specific policy aimed to improve access and parking at Islander's Beach Park.

In April 2022, staff and their consultant team initiated a planning process to address concerns identified for Islander's Beach Park, which has been open and used as a public beach access park since 1999. Early in the process, the scope of work for park improvements was to address drainage issues, parking, and pedestrian access into the park. This led to the identification of other opportunities to improve overall park amenities including bike parking, vehicular circulation, and the playground area. The Master Plan for Islander's Beach Park includes the following improvements:

- Improved crosswalks on Folly Field Road to provide safe crossings for bikes and pedestrians entering the park,
- Three pathways into and through the park for beach access,
- Improved stormwater management and drainage,

- Additional bike parking areas,
- A new playground,
- Additional vehicular parking with circulation improvements,
- New parking for golf carts,
- On-street parking for non-beach pass holders, and
- Improved beach access road with storage area.

**ATTACHMENTS:**

1. Islander's Beach Park Master Plan

CONCEPTUAL SITE PLAN

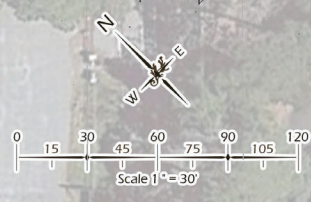
DRAFT



- KEY**
- A - ANGLED METERED ON-STREET PARKING
  - B - PERVIOUS PAVERS AT DROP-OFF
  - C - PEDESTRIAN PROMENADE
  - D - POND EXPANSION/ELIMINATE DRIVE AISLE
  - E - ATTENDANT STATION
  - F - SPECIALTY PAVING/TURNAROUND
  - G - GOLF CART PARKING (PLANTATION MIX W/ STEEL EDGE)
  - H - PARKING SPOT ADDITIONS, TYP
  - I - NATURAL STORMWATER INFILTRATION AREA
  - J - RAISED CONCRETE PICNIC PATIO (POTENTIAL FUTURE PAVILION)
  - K - NEW COVERED STORAGE
  - L - BIKE CORRAL
  - M - NEW STORMWATER DRAINAGE, TYP
  - N - FENCE, TYP
  - O - SELECTIVELY THIN AND UNDERBRUSH AREA
  - P - FILL CULVERT FOR PROMENADE
  - Q - POND MAINTENANCE ACCESS
  - R - LIFT STATION AND ACCESS
  - S - CELL TOWER
  - T - RESTROOMS
  - U - EXISTING PAVILION
  - V - PEDESTRIAN CROSSWALK WITH SIGN AND CONNECTION TO MULTI-USE TRAIL
  - W - RAISED CROSSWALK AND CONNECTION TO EXISTING MULTI-USE TRAIL
  - X - NEW PLAYGROUND
  - Y - HEAVY DUTY RATED WALK

**PARKING SUMMARY**

METERED PARKING	26 SPACES
VEHICULAR PARKING	193 SPACES
GOLF CART PARKING	24 SPACES
<b>TOTAL PROPOSED PARKING</b>	<b>243 SPACES</b>
TOTAL EXISTING PARKING	166 SPACES
<b>NET GAIN</b>	<b>+77 SPACES</b>



JANUARY 2023

PROJECT NO.: 22062.02  
Witmer Jones Keefer Ltd. / 23 Promenade St., Suite 201, Bluffton, SC. 29910 / ph: (843) 757-7411 / www.wjktltd.com

ISLANDERS BEACH PARK

TOWN OF HILTON HEAD ISLAND  
92 FOLLY FIELD ROAD  
HILTON HEAD ISLAND, SOUTH CAROLINA

© 2022 WJK LTD.  
PLAN IS CONCEPTUAL IN NATURE  
AND IS SUBJECT TO CHANGE.  
THIS SHEET TO SCALE AT 30'x30'





# TOWN OF HILTON HEAD ISLAND

---

## Staff Report Memo

**TO:** Parks and Recreation Commission  
**FROM:** Erik Ladd, Project Manager  
**VIA:** Shawn Colin, Assistant Town Manager-Community Development  
**VIA:** Bryan McIlwee, Assistant Community Development Director  
**VIA:** Jennifer Ray, Capital Program Manager  
**DATE:** March 23, 2023  
**SUBJECT:** Patterson Family Park Master Plan

---

### **RECOMMENDATION:**

Staff recommends the Parks and Recreation Commission review the Master Plan for proposed development of the Patterson Family Park and forward a recommendation of approval to Town Council.

### **SUMMARY:**

Based on recommendations approved through Our Plan, Town Council approved funding in the FY22 and FY23 Capital Budget to develop a small neighborhood park at the property currently known as Patterson Family Tract. This project is also funded under a Community Development Block Grant.

### **BACKGROUND:**

In July 2022, staff and their consultant team developed a project scope for the planning and design of the Patterson Family Park, a currently undeveloped parcel. Based on community input, the scope of work identified opportunities for a small neighborhood park with amenities including bike and pedestrian circulation, passive recreational uses, vehicular parking, activity zones for adults and children, covered gathering space and viewsheds to Broad Creek. The Master Plan for Patterson Family Park includes the following improvements:

- Pedestrian & vehicular connectivity with the surrounding neighborhood,
- Passive open lawn space,
- Activity zone with playground and outdoor fitness stations,
- Covered pavilion with restrooms, tables, and seating areas, and
- Overlook area with views of Broad Creek.

### **ATTACHMENT:**

1. Patterson Family Park Master Plan

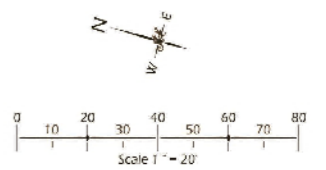


ENLARGEMENT PLAN



**ENLARGEMENT LEGEND**

- 1 - STREETScape WITH ON-STREET PARKING (8)
- 2 - PARK TURNAROUND AND SIGNAGE
- 3 - PARK ENTRY GATE
- 4 - PARKING FOR PARK US (12)
- 5 - PAVILION
- 6 - OPEN AREA / ACTIVITY LAWN
- 7 - SEAT WALL AND VIEWING PLATFORM
- 8 - SEATING AREA
- 9A - PLAYGROUND
- 9B - ACTIVE USE ZONE
- 10 - PEDESTRIAN BRIDGE
- 11 - BIKE RACK AND KIOSK
- 12 - CROSSWALK
- 13 - TRELIS ENTRY
- 14 - GRILLING AREA WITH OYSTER TABLES
- 15 - EMS TURNAROUND
- 16 - ENTRY FENCE
- 17 - PERVIOUS SURFACE
- 18 - BIKE RACKS
- 19 - TABBY CONCRETE



**PATTERSON PARK DRAFT**  
 TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA





# TOWN OF HILTON HEAD ISLAND

---

## Staff Report Memo

**TO:** Parks and Recreation Commission  
**FROM:** Erik Ladd, Project Manager  
**VIA:** Shawn Colin, Assistant Town Manager-Community Development  
**VIA:** Bryan McIlwee, Assistant Community Development Director  
**VIA:** Jennifer Ray, Capital Program Manager  
**DATE:** March 23, 2023  
**SUBJECT:** Shelter Cove Park Expansion Master Plan

---

### **RECOMMENDATION:**

Staff recommends the Parks and Recreation Commission review the Master Plan for proposed improvements for the Shelter Cove Park Expansion and forward a recommendation of approval to Town Council.

### **SUMMARY:**

Based on recommendations approved through the Parks and Recreation Master Plan and Our Plan, Town Council approved funding in the FY22 and FY23 Capital Budget for an effort to expand the Shelter Cover Community Park onto an adjacent, undeveloped Town-owned parcel.

### **BACKGROUND:**

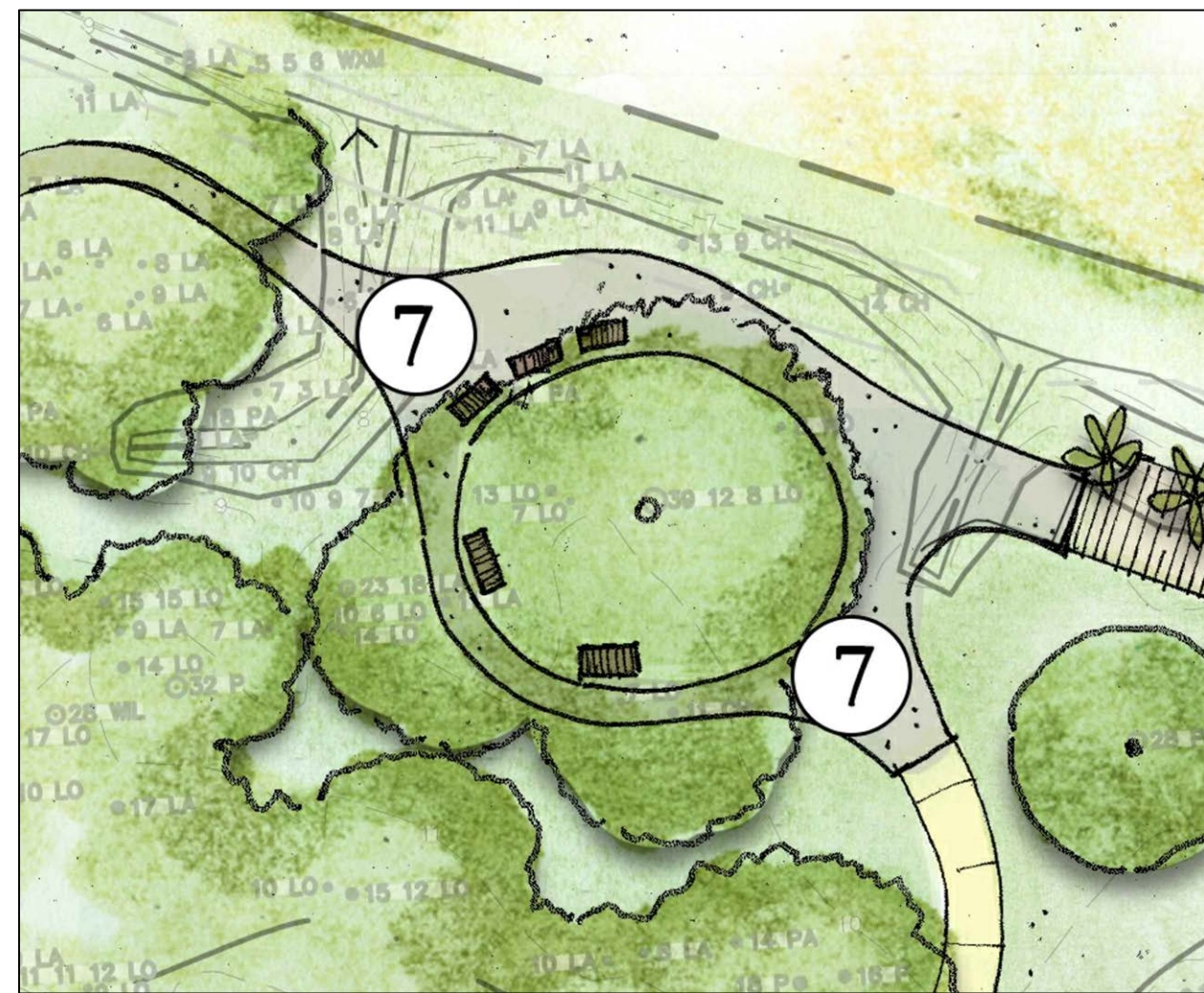
In April 2022, staff and their consultant team developed a project scope for the expansion of Shelter Cove Community Park, which has been open to the public since 2015. The scope of work identified opportunities for enhancements to park amenities including vehicular parking, the playground expansion, and views to Broad Creek. The Master Plan for Shelter Cove Park Expansion includes the following improvements:

- Expansion of the existing park's Promenade,
- Pathway network through an existing forested area,
- Expanded passive open lawn spaces with public art,
- A larger, more inclusive playground,
- Additional vehicular parking, and
- Iconic overlook structure with views of Broad Creek.

### **ATTACHMENT:**

1. Shelter Cove Park Expansion Master Plan

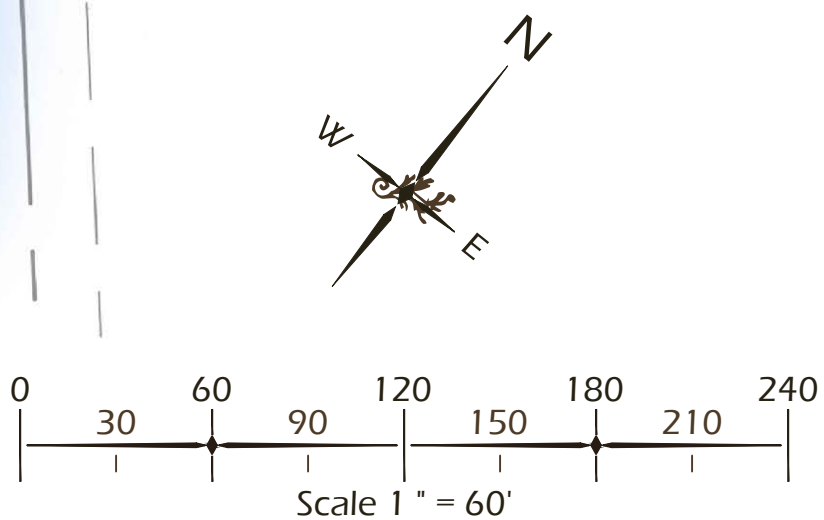
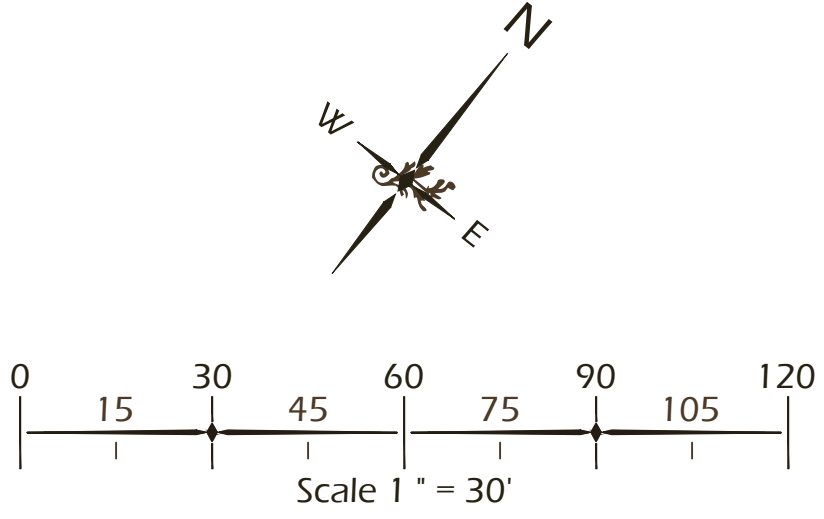
OVERALL PLAN



8: PHASE ONE SCALE: 1:30

KEY

- 1 - LAWN
- 2 - 50 PERVIOUS PARKING SPACES
- 3 - ASPHALT DRIVE
- 4 - WATER FRONT PROMENADE
- 5 - NEW PLAYGROUND
- 6 - CONNECTION TO PHASE ONE
- 7 - PERVIOUS WALK
- 8 - BROAD CREEK OBSERVATION PLATFORM
- 9 - TRAIL TO NEWPORT CONDOS
- 10 - THIN & UNDERBRUSH, OPEN UNDER OAK CANOPY
- 11 - FUTURE RESTROOM LOCATION, STUB OUT UTILITIES
- 12 - FENCING
- 13 - PLAYGROUND LAWN
- 14 - S.T.E.A.M. PLAY
- 15 - PUBLIC ART DISPLAY
- 16 - EXISTING RESTROOMS



SHELTER COVE PARK DRAFT

TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA

