



**The Town of Hilton Head Island
Planning Commission
Comprehensive Plan Committee
October 13, 2014 Meeting
2:00 p.m. Conference Room #4**

AGENDA

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 September 17, 2014 Meeting**
- 4. Discussion and Recommendation on 2015 Town Council Targets for Action**
- 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.

Comprehensive Plan Committee of the Planning Commission

Meeting Notes

September 17, 2014

2:00 PM

Conference Room Three, Town Hall

Comprehensive Plan Committee Members present: Judd Carstens (Chairman), Peter Kristian, Jim Gant, Caroline McVitty, David Bennett (Ex-Officio)

Planning Commissioners present: Alex Brown

Community Development Staff present: Shea Farrar, Jayme Lopko, Shawn Colin, Charles Cousins

- Chairman Carstens called the meeting to order at 2:04 PM.
- The meeting notes for the September 3, 2014 meeting were approved by general consent.
- Chairman Carstens introduced the only agenda item: Discussion and Recommendation on 2015 Town Council “Targets for Action” (Targets).
- Chairman Carstens recapped the process that has been used by the Planning Commission to develop recommendations on the Town’s annual goals or Targets. Near the end of each calendar year, Town Council holds a retreat to identify the work efforts for the upcoming year. Prior to this retreat, the Comprehensive Plan Committee (CPC) develops recommendations for the Planning Commission to consider forwarding to Town Council. Once the recommendations are approved by the Commission, they are provided to Town Council for consideration prior to this retreat. At the last meeting of the CPC on September 3, 2014, the CPC developed a preliminary list.
- Chairman Carstens reviewed the 2014 Target recommendations that were provided by the Planning Commission to Town Council last year to begin discussions.
- In response to questions about how best to get the Planning Commission’s input to Town Council, Mr. Charles Cousins shared an overview of what happens at Town Council’s annual retreat and how information is prepared for the retreat. The purpose of the retreat is to help build consensus among Town Council members on the work efforts that the Town should pursue over the next year. Town Council members are interviewed to identify the issues that are discussed at the retreat. Town staff department heads also provide information on current efforts, what work remains to be done on those and the actions that are recommended for the next year. The recommendations from the Planning Commission could be considered by staff when developing this information and by Town Council with identifying issues for the retreat.
- The Committee then began a discussion of the preliminary list of recommendations that were developed at the last meeting and worked to refine the list, with updates from Shawn Colin and Charles Cousins.
- Chairman Carstens concluded the discussions on this list and informed Committee members the list would be revised for the Committee to consider at the next meeting.

- Chairman Carstens adjourned the meeting at 1:56 PM.

Submitted by: Shea Farrar

Chairman: _____

Meeting Date: September 17, 2014

DRAFT

Memo

To:	Comprehensive Plan Committee
VIA:	Shawn Colin, AICP, Deputy Director of Community Development
FROM:	Shea Farrar, Senior Planner
Date:	October 7, 2014
Re:	Recommendations for 2015 Targets for Action

The following information outlines the process for the Comprehensive Plan Committee (CPC) to develop recommendations for the Planning Commission to consider forwarding to Town Council for review when planning the 2015 Targets for Action.

Review and Recommendation Process:

Meeting One: On September 3, 2014, the CPC reviewed the status of Town Council's current Targets for Action. During this meeting the Committee discussed current Town issues and developed a list of preliminary recommendations for the 2015 Targets for Action to be further refined at the next meeting.

Meeting Two: On September 17, 2014, the CPC met a second time and began to refine this list. Following this meeting, a revised list was developed.

Meeting Three: On October 13, 2014, the CPC will meet a third time to review to review this revised list, which is included as Attachment "A", and to finalize the recommendations that will be forwarded to the full Planning Commission for consideration at the Planning Commission meeting on November 5, 2015.

Following the approval of the Planning Commission, the list will be provided to Town Council in advance of their annual retreat.

Attachment A – CPC Preliminary 2015 Target Recommendations

- A. Coligny
 - Adopt concept plan.
 - Publish implementation timeline.
 - Begin phase one design and permitting.
 - Implement short term parking solutions.
- B. USCB
 - Finalize USCB agreement.
 - Implement Phase I: Demolish existing structures and make roadway improvements.
 - Communicate with the community on the project.
- C. Develop a Traffic Study for the Island that:
 - Identifies what transportation improvements are needed to the Sea Pines Circle area for the USCB project.
 - Evaluates traffic congestion and potential improvements in the Coligny / Shelter Cove areas.
 - Evaluates the impact of zoning changes on the Island's high density and initiative areas.
- D. Comprehensive Plan
 - Execute 5-year update.
- E. LMO Implementation
 - Initiate work to further define Initiative areas.
 - Mitchelville/Port Royal Sound
 - Stoney Squire Pope/Gum Tree/Wild Horse
 - Skull Creek Frontage
 - Cross Island Parkway
 - Conduct neighborhood focus groups to begin identifying needs.
 - Implement suggestions/recommendations.
 - Start with most visible (Mitchelville)
 - Cultural/Historic Resources
 - Explore Public/Private Collaborations

Additional Discussion Items:

- Art Direction Related to Collaboration Study
- Economic Development Corporation
 - Affordable housing
 - Initiative areas
 - Incorporate suggestions into Targets
- Explore new/additional approaches to address unpaved roads
 - Safety concerns
 - Fire/police/ambulance access issues
- Water Quality