



# The Town of Hilton Head Island Regular Parks & Recreation Commission Meeting

Thursday, February 13, 2014  
3:30 p.m. – Benjamin M. Racusin Council Chambers

## **REVISED 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. **Approval of Minutes**
  - a. Parks & Recreation Commission Meeting of January 9, 2014
5. **Appearance by Citizens on Items Unrelated to Today's Agenda**
6. **Reports**
  - a. Update from Island Recreation Association – Mr. Frank Soule
7. **Unfinished Business**
8. **New Business**
  - a. Cordillo Tennis Courts Potential Sale
  - b. Island Recreation Center Expansion Master Plan – Ms. Nicole Dixon
  - c. Schedule a tour of Parks and Recreation of the existing Recreation Center
  - d. Review results and directives from the Town Council Workshop & how the Parks & Recreation Commission can assist with some projects
  - e. Update on Shelter Cove Park - progress and agreement
  - f. Update of the Bicycling Advisory Committee accomplishments
  - g. Rework 2014 Parks & Recreation Commission schedule to quarterly meetings
  - h. Schedule board training
  - i. Assignment of staff member
9. **Park Updates**
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  
Thursday, January 9, 2014  
3:30 p.m.**

**Members Present:** Theresa Bennett, Peter Keber, Fred Lowery, Heather Rath, Andrew Schumacher,

**Members Absent:** Michael Weaver

**Town Staff:** Charles Cousins, Marcy Benson, Julian Walls

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

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**I. Call to Order**

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

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

**III. 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.

**IV. Approval of Minutes**

The minutes of the Parks & Recreation Commission Meeting of November 14, 2013 were approved as presented.

**V. Appearance by Citizens – None**

**VI. Reports**

**a. Update from Island Recreation Association.** Mr. Frank Soule reported that the youth programs, after-school programs, child care and athletics are all going strong. The Senior Center had a first time trip to James County Park for a light display in December. The November Turkey Trot had over 1,600 participants. USCB students helped out with an Elf Contest at the Winter Fest. During 2014 the Island Recreation Association will be involved in following (just to name a few): the Island Recreation Center Enhancement/Expansion project, work with PALS on field maintenance, continue with Outreach Program, work with Town staff on a parking plan for the new park at Shelter Cove.

Chairman Rath asked Mr. Soule what three things this Commission could assist the Island Recreation Center with. Mr. Soule replied: 1) the enhancement/expansion of the recreation center; 2) continue advancement of a water park; 3) figure out how the Shelter Cove Park will work.

**b. Update from Mr. Frank Babel.** Mr. Babel gave a summary of the goals and projects of the Bicycling Advisory Committee. Mr. Babel stated that 2013 was a good year for

the HHI Biking Ambassador Program with 35 volunteers and growing. The HHI Bicycling Advisory Committee has a lot of activities planned for 2014.

Chairman Rath asked Mr. Babel if there was anything that this Commission could assist with. Mr. Babel asked for three people to volunteer to be on the Bicycling Advisory Committee.

**VII. Unfinished Business** - none

**VIII. New Business**

- a. **2013 year-end grant summary:** Ms. Marcy Benson reviewed the summary of grant and award activity for the 2013 calendar year. There was brief discussion on the process for seeking grants for specific projects.

**IX. Park Updates** – Mr. Julian Walls reported that the new pavilion for Jarvis Creek is expected to be complete in early spring and late spring for the new pavilion in Chaplin Community Park. A new racquet ball court is planned for Chaplin.

**X. Park Commissioner Comments**

Chairman Rath stated that she and Commission Keber had a positive meeting with Mr. Steve Riley and Mr. Charles Cousins to discuss modifying the role of the Parks & Recreation Commission. Another meeting is planned for next week and Chairman Rath will keep the Commissioners informed.

Chairman Rath stated that she will be presenting to the Greater Island Committee next Thursday on behalf of the Parks & Recreation Commission and asked the Commissioners to provide any input.

Commissioner Noonan suggested that the Leadership should present to this Commission what they are working on at Jarvis Creek Park.

**XI. Adjournment**

There being no further business, the meeting adjourned at 4:15 p.m.

Respectfully submitted by Eileen Wilson

Approved by: \_\_\_\_\_  
Heather Rath, Chairman



# **TOWN OF HILTON HEAD ISLAND**

## *Community Development Department*

**TO:** Parks & Recreation Commission  
**VIA:** Charles Cousins, *Director of Community Development*  
**VIA:** Shawn Colin, *Deputy Director of Community Development*  
**FROM:** Marcy Benson, *Senior Grants Administrator*  
**DATE** February 7, 2014  
**SUBJECT:** Cordillo Tennis Courts Potential Sale

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### **Recommendation:**

Staff requests the Parks & Recreation Commission make a recommendation to Town Council to sell the Cordillo Tennis Courts to the Cordillo Courts II Property Owner's Association and The Hedges Property Owners Association.

### **Summary:**

The Cordillo tennis courts were purchased with the intent of utilizing the facility as tennis courts open to the general public. Due to lack of use by the public and the expressed desire of the above property owner associations to purchase this facility, Town staff is recommending the sale of this facility to these groups.

### **Background:**

The Town owned Cordillo tennis courts located on Cordillo Parkway were originally purchased to be utilized as public tennis courts for community use; however, there has been limited use of the courts for tennis. At this point, the courts are in need of major repairs and staff is concerned about the cost effectiveness of such repairs when they are used so little by the community. Rather than continue directing public monies to a facility with limited benefits, staff believes recreation dollars could be best spent in other areas to enhance recreational opportunities. In addition, The Cordillo Courts II Property Owner's Association and The Hedges Property Owners Association have contacted Town staff and expressed a great desire to purchase this facility from the Town. Therefore, Town staff is recommending the sale of this facility to these groups.



# TOWN OF HILTON HEAD ISLAND

## *Community Development Department*

**TO:** Parks & Recreation Commission  
**VIA:** Scott Liggett, *Director of Public Projects & Facilities*  
**FROM:** Nicole Dixon, CFM, *Senior Planner*  
**CC:** Charles Cousins, AICP, *Director of Community Development*  
**DATE** January 31, 2014  
**SUBJECT:** Island Recreation Center Expansion Master Plan

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Staff would like to provide an update to the Parks & Recreation Commission on the status of the proposed Island Recreation Center expansion project.

In spring of 2013, staff was directed to work with our consultants for the Island Recreation Center expansion project, Lee and Parker Architects and the FWA Group, to eliminate the additional pool and splash pad from the original master plan and revise the conceptual master plan layout accordingly. This was a result of Town Council's determination in November 2012 to locate the aquatic center and splash pad elsewhere.

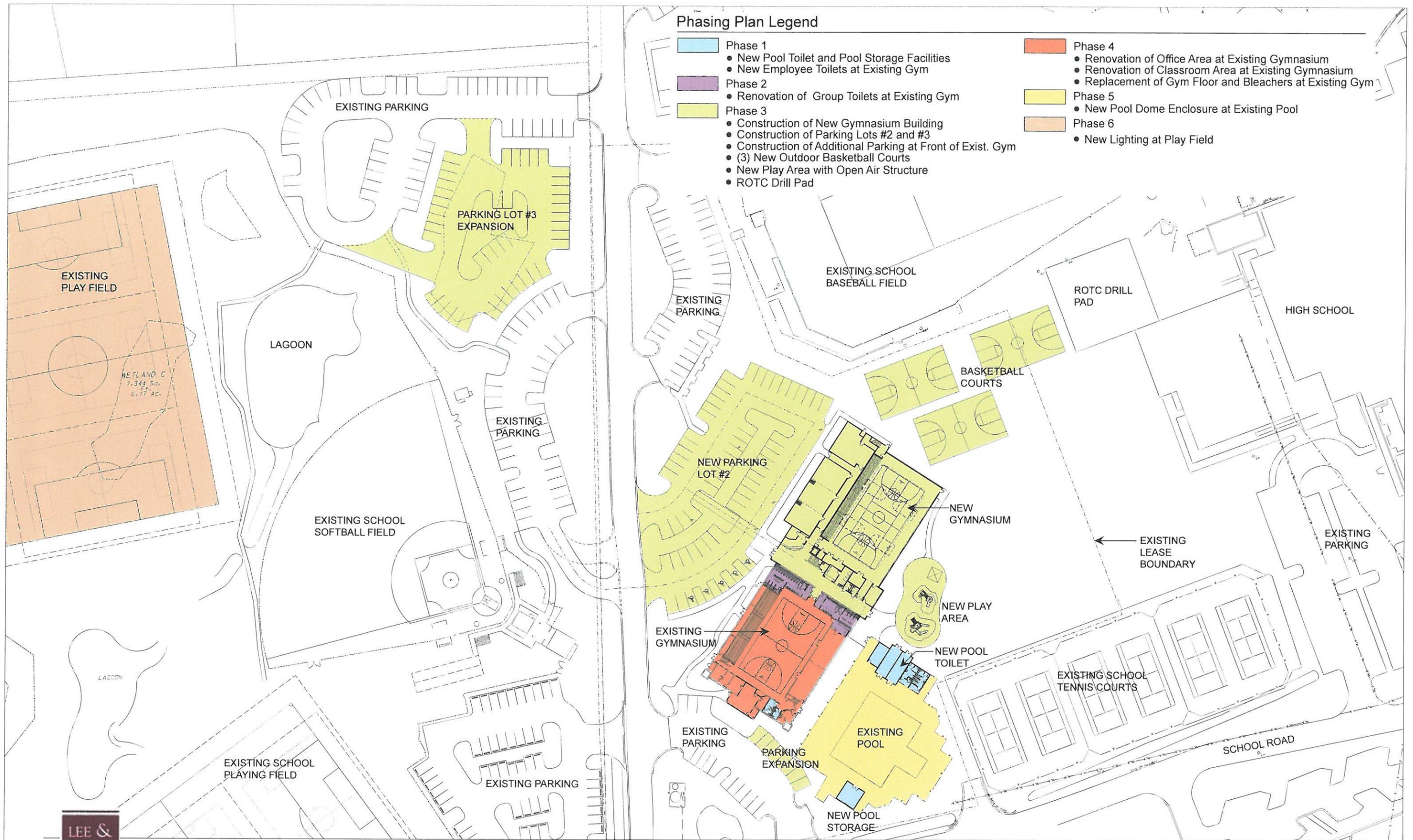
As a result of the removal of the additional pool and splash pad, the following revisions were made to the conceptual master plan layout:

- The main entrance to the gym building is now on the left of the building so that it is in between the existing and new gym. It will be an entry way that extends through the two buildings and back to the pool area.
- The open field, basketball courts, parking and playground were reconfigured.
- Lighting will be added to the existing play field across Wilborn Road to provide additional opportunities for extended field use hours and to help offset the loss of the field time for the reduced sized field being relocated at the Recreation Center.

As a result of the proposed changes to the conceptual master plan layout, the lease agreement with the school district will need to be amended to change the lease boundary as shown on the plan and an existing wetland will need to be filled and mitigated for the parking lot #3 expansion.

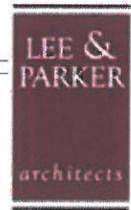
The project was discussed at Town Council's workshop on November 7, 2013.

The revised master plan and associated costs will be reviewed by the Public Facilities Committee on February 4, 2014. The proposed project will be on Town Council's agenda for the February 18, 2014 meeting.



**Phasing Plan Legend**

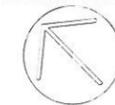
- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 10px; background-color: #ADD8E6; border: 1px solid black; margin-right: 5px;"></span> Phase 1           <ul style="list-style-type: none"> <li>• New Pool Toilet and Pool Storage Facilities</li> <li>• New Employee Toilets at Existing Gym</li> </ul> </li> <li><span style="display: inline-block; width: 15px; height: 10px; background-color: #800080; border: 1px solid black; margin-right: 5px;"></span> Phase 2           <ul style="list-style-type: none"> <li>• Renovation of Group Toilets at Existing Gym</li> </ul> </li> <li><span style="display: inline-block; width: 15px; height: 10px; background-color: #90EE90; border: 1px solid black; margin-right: 5px;"></span> Phase 3           <ul style="list-style-type: none"> <li>• Construction of New Gymnasium Building</li> <li>• Construction of Parking Lots #2 and #3</li> <li>• Construction of Additional Parking at Front of Exist. Gym</li> <li>• (3) New Outdoor Basketball Courts</li> <li>• New Play Area with Open Air Structure</li> <li>• ROTC Drill Pad</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 10px; background-color: #FF4500; border: 1px solid black; margin-right: 5px;"></span> Phase 4           <ul style="list-style-type: none"> <li>• Renovation of Office Area at Existing Gymnasium</li> <li>• Renovation of Classroom Area at Existing Gymnasium</li> <li>• Replacement of Gym Floor and Bleachers at Existing Gym</li> </ul> </li> <li><span style="display: inline-block; width: 15px; height: 10px; background-color: #FFFF00; border: 1px solid black; margin-right: 5px;"></span> Phase 5           <ul style="list-style-type: none"> <li>• New Pool Dome Enclosure at Existing Pool</li> </ul> </li> <li><span style="display: inline-block; width: 15px; height: 10px; background-color: #FFDAB9; border: 1px solid black; margin-right: 5px;"></span> Phase 6           <ul style="list-style-type: none"> <li>• New Lighting at Play Field</li> </ul> </li> </ul> |
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# Island Recreation Center

Proposed Expansion - Site / Phasing Plan — October 18, 2013

NORTH ARROW



0' 20' 40' 80' 120' 160'



GRAPHIC SCALE

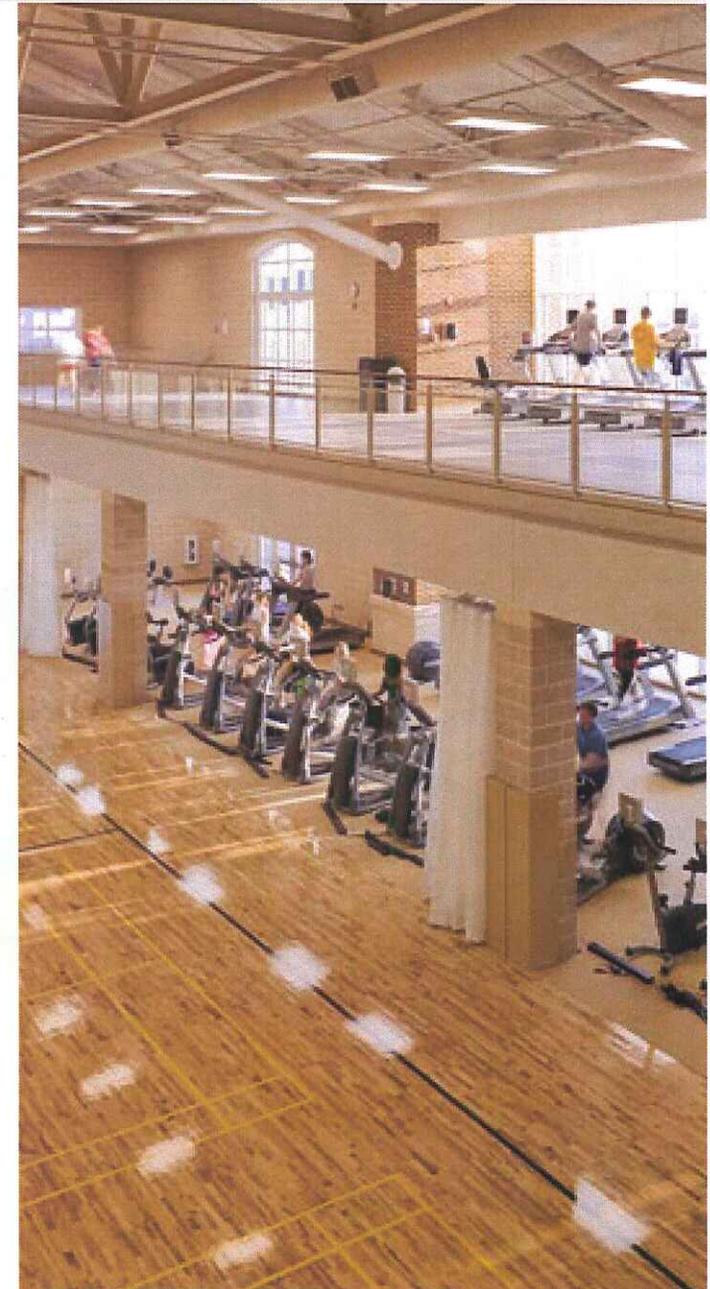
# Island Recreation Center Study

## Hilton Head Island

### Capital and Operating Cost

<b>New Gymnasium &amp; Walking Track</b>	<b>Projected Revenue</b>
Programs	\$184,487.00
Government Income	\$ 50,000.00
Other Income	\$ 5,500.00
Beaufort County Support	\$ 30,000.00
<b>Sub-Total Revenue</b>	<b>\$269,987.00</b>

<b>New Gymnasium &amp; Walking Track</b>	<b>Projected Expenses</b>
Programs	\$ 62,450.00
Payroll, Taxes & Insurance	\$124,537.00
General Administration	\$ 83,000.00
<b>Sub-Total Expenses</b>	<b>\$ 269,987.00</b>



# Island Recreation Center Study

## Hilton Head Island

## Capital and Operating Cost

### Probable Capital Cost Summary

- **Phase 1** **\$ 386,980.00**  
 New pool storage building and toilet facilities  
 New employee toilet facilities in existing Gymnasium
- **Phase 2** **\$ 218,260.00**  
 Renovation of existing Group Toilets
- **Phase 3** **\$4,627,200.00**  
 Construction of new Gymnasium Building  
 Construction of Parking Areas #2, #3 and front Employee Parking  
 Demolition, relocation and construction of (3) new basketball courts  
 Construction of new play area with new playground equipment  
 Demolition and construction of new ROTC Drill Pad
- **Phase 4** **\$ 388,110.00**  
 Renovation of Office Area in Existing Gymnasium  
 Renovation of Classroom Area in Existing Gymnasium  
 Replacement of wood flooring and bleachers in Existing Gymnasium
- **Phase 5** **\$ 376,200.00**  
 New pool dome enclosure at existing pool  
 Refurbish pool and pool deck area
- **Phase 6** **\$ 168,400.00**  
 Installation of new sports lighting for existing play field

