



**Town of Hilton Head Island  
Circle to Circle Committee  
SPECIAL MEETING**

**Wednesday, September 2, 2015  
8:30 a.m.**

**Benjamin M. Racusin Council Chambers**

**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. Freedom of Information Act Compliance**  
Public notification of this meeting has been published and posted in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.
- 3. Approval of Agenda**
- 4. Approval of Minutes – August 12, 2015 Meeting**
- 5. Old Business**
  - A. Urban Planner Scope of Work and Selection Criteria
- 6. Appearance by Citizens**
- 7. Meeting Summary and Topics for Next Meeting**
- 8. Adjournment**

*Please note that a quorum of Town Council may result if four or more of their members attend this meeting.*

## Circle to Circle Committee Meeting Notes

August 26, 2015

8:30 a.m.

Council Chambers, Town Hall

Circle to Circle Committee Members present:	Jim Gant (Chairman), Jack Daly, Tom Sharp, David Bachelder, David Ames, Joe Kiernan
Town Staff present:	Shawn Colin, Shea Farrar, Jennifer Ray, Tom Fultz

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- Chairman Gant began the meeting at 8:35 a.m. Because of the lack of a quorum, it was noted that the minutes from the previous meeting would not be approved, but would come back to the Committee for approval at the next meeting.
- Chairman Gant provided those in attendance with an update on the traffic count evaluations. According to preliminary assessments, intersection improvements may be warranted for Sea Pines Circle based on the existing standards and current conditions indicated by the traffic counts conducted in June. This will be presented to the Committee at an upcoming meeting on September 16<sup>th</sup>.
- Shawn Colin followed-up with updates on the development of the traffic model the Committee will use to project future traffic conditions to assist in developing recommendations on how to handle long term growth in the Circle to Circle area. The traffic model breaks the Island down into 52 Transportation Analysis Zones (TAZ), which correspond to the U.S. Census boundaries. These zones contain census information on population, housing, employment and other land use data that is used to determine how many trips are generated in a zone and how many trips are attracted to a zone. Currently, the actual traffic counts from 2015 are being added to the model and this TAZ data is being verified and updated in order to establish a baseline of existing conditions as the basis for future projections.
- To assess the impact that future development will have on traffic, different development scenarios will be evaluated. A 2020 development scenario will target the assessment of development changes that are currently underway or known at this time, including the USCB Campus, South Forest Beach timeshare redevelopment and hotel planned for Heritage Plaza. Longer range projections for the most likely development scenarios will be identified with the assistance of Committee Member David Bachelder based on his real estate expertise and presented to the Committee at an upcoming meeting as well.
- Chairman Gant updated the Committee on efforts to secure the assistance of an Urban Designer for assistance in developing the Circle to Circle master plan. Chairman Gant requested that the Committee meet next week, which is not a regularly planned meeting, to approve a scope of work for procurement purposes, since the Planning Commission Meeting was cancelled.
- Following public comments, Chairman Gant adjourned the meeting at 10:25 a.m.

Meeting date: August 26, 2015

Approved:

Chairman: \_\_\_\_\_  
Jim Gant

Submitted by: Shea Farrar