



The Town of Hilton Head Island
Parks & Recreation Commission Meeting
Thursday, November 18, 2021 at 10:00 a.m.
AGENDA

This meeting is being conducted virtually and can be watched via the [Town of Hilton Head Island Public Meetings Facebook Page](#)

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. **Swearing in Ceremony for New Commissioner Michael Manesiotis by Diane Busch, Esq.**
6. **Approval of Minutes**
 - August 19, 2021
 - August 24, 2021
 - September 9, 2021
7. **Appearance by Citizens**

Citizens who wish to address the Commission during the meeting must contact the Board Secretary (341-4770) no later than 9:00 a.m. the day of the meeting. Citizens may also submit their comments in writing via the Town's Open Town Hall Portal (<https://hiltonheadislandsc.gov/opentownhall/>.) The Portal will close at 9:00 a.m. the day of the meeting. Comments submitted through the Portal will be shared with the Commission and made part of the official record.

8. **Reports**
 - a) **Island Recreation Association Update – Frank Soule**
 - b) **Capital Improvements Program (CIP) Update – Taylor Ladd**
9. **Unfinished Business - none**
10. **New Business**
 - a) **Proposed Parks & Recreation Commission 2022 Meeting Schedule**
11. **Park Updates**
12. **Park Commissioner Comments**

13. 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
Workshop
Thursday, August 19, 2021 – 3:00 p.m.
MINUTES

Present from the Commission: Ray Kisiah, *Chairman*; Jack Daly, *Vice Chairman*; Tom Dowling; Christina Kristian; Jerry Okarma; Joe Monmonier; William Zurilla

Absent from the Commission: none

Present from Town Council: Glen Stanford, David Ames

Present from Town Staff: Jennifer Ray, *Capital Program Manager*; Taylor Ladd, *Project Planner*; Eric Ladd, *Project Manager*; Chris Yates, *Interim Community Development Director*; Cindaia Ervin, *Finance Assistant*; Karen D. Knox, *Senior Administrative Assistant*

1. Call to Order

Chairman Kisiah called the meeting to order at 3:10 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. Mid-Island Community Park Project Overview & Discussion

Jennifer Ray, Capital Program Manager, opened the discussion to kick off the Mid-Island Initiative Area Project. She noted the project includes both preparation of a redevelopment strategy for the middle of our Island as well as plans for a new community park on the Town owned tract called the Mid-Island Tract. Ms. Ray introduced Mr. Brian Kinzelman, MKSK, Inc. to make his presentation.

Mr. Kinzelman started his presentation by reviewing the MKSK Team as well as the proposed scope of work and the schedule for the project. He reviewed the planning and design process, along with the redevelopment strategy and the park design.

Mr. Kinzelman advised the Commissioners that the Framework Plan should be completed late Winter or Early Spring, 2022 and they are looking to have the Park

Master Plan on the same timeline. He indicated keys to the project are the preservation of the environment, the interconnected network of trails, and connections to area neighborhoods and commercial development.

The Commissioners suggested the need for world class baseball fields, voiced their concern for traffic and parking accommodations for the area, the need for high quality facilities, the importance of being good neighbors and the need for pickleball courts, The Commissioners also agreed this project is one of the greatest park development projects in the southeast and shared high expectations for its development.

5. Adjournment

The meeting was adjourned at 4:02 p.m.

Submitted by: Karen D. Knox, Secretary

Approved: _____

DRAFT



Town of Hilton Head Island
Parks & Recreation Commission
Workshop
Tuesday, August 24, 2021 – 10:00 a.m.
MINUTES

Present from the Commission: Ray Kisiah, *Chairman*; Jack Daly, *Vice Chairman*; Tom Dowling; Christina Kristian; Jerry Okarma; William Zurilla

Present from Town Council: John McCann, Mayor; Tamara Becker; Glen Stanford; David Ames

Present from Town Staff: Jennifer Ray, *Capital Program Manager*; Taylor Ladd, *Project Planner*; Eric Ladd, *Project Manager*; Rene Phillips, *Website Developer*; Karen D. Knox, *Senior Administrative Assistant*

1. Call to Order

Chairman Kisiah called the meeting to order at 10:04 a.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 - All members were present.

5. Chaplin Community Park and Crossings Park Project Overview and Discussion

Taylor Ladd, Project Planner for the Town's Capital Projects Division and Lead for the Chaplin Community Park and Crossings Park Redevelopment Project started the meeting off by saying these are two projects have served our community very well for many years and now it is our time to invest and refresh them and expand their offerings to meet the needs of today and tomorrow's best in class parks system for the Island. Joining us for today's Workshop from their office, our Consultant Design Team led by Wood and Partners with Design Workshop.

Mrs. Kyle Theodore, Principal of Wood and Partners, reviewed the team who would be working on the projects and proceeded to review the project milestones and tentative schedule with the Commission.

Crossings Park

Mr. Kurt Culbertson, CEO of Design Workshop, reviewed the proposed program (from community engagement) and asked the Commission for their comments.

The Commissioners commented on the following items: consider synthetic turf on the ball fields; change at least one of the ball fields to be college size so USCB can play; consider the addition of three additional ball fields; address the pitch/drainage at the roller hockey arena; keep a multi-use field in addition to the new ball fields; consider Crossings and Chaplin as blank slates, determine what fits best where, and redevelop the park to meet the needs.

Chaplin Park

Mr. Culbertson reviewed the proposed program (from community engagement) and asked the Commission for their comments.

The Commissioners commented on the following items: look at finding another FEMA approved debris management site; keep existing basketball courts and consider one more; add a splash pad; focus more on pickleball than tennis; add a boardwalk to Broad Creek; consider a fishing pier along Chaplin Linear Park; consider a boardwalk along the ocean side of Chaplin Park.

In closing, Mrs. Theodore advised the Commissioners the next steps would be to finalize site analysis; test carrying capacity of each park; coordinate with Mid-Island Tract team; prepare preliminary concept Master Plans; and present preliminary Concept Master Plans in November.

6. Appearance by Citizens

Public comments concerning this agenda item could be submitted electronically via the Town's Virtual Town Hall Portal. Citizens could comment on agenda items by phone during the meeting by signing up with the Board Secretary. The public comment closed at 4:30 p.m. on August 23, 2021. There was one comment from a citizen and no requests from citizens to participate by phone.

7. Adjournment

The meeting adjourned at 11:02 a.m.

Submitted by: Karen D. Knox, Secretary

Approved: _____



Town of Hilton Head Island
Parks & Recreation Commission
Regular Meeting
Thursday, September 9, 2021 – 3:30 p.m.
MINUTES

Present from the Commission: Ray Kisiah, *Chairman*; Thomas Dowling; Christina Kristian; Jerry Okarma; William Zurilla

Absent from the Commission: Jack Daly, *Vice Chairman*

Present from Town Council: Tom Lennox; Glenn Stanford; Tammy Becker

Present from Town Staff: Josh Gruber, *Deputy Town Manager*; Jennifer Ray, *Capital Program Manager*; Taylor Ladd, *Project Planner*; Diane Busch, *Staff Attorney*; Rene Philips, *Website Developer*; Karen D. Knox, *Senior Administrative Assistant*

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 – Vice Chairman Daly was unable to attend the meeting.

5. Swearing in Ceremony for Reappointed Commissioner

Diane Busch, Staff Attorney, performed the swearing in of reappointed Commissioner Thomas Dowling.

6. Approval of Minutes

Commissioner Kristian moved to approve the Minutes of July 8, 2021. Commissioner Dowling seconded. The Minutes were unanimously approved.

7. Appearance by Citizens on Items Unrelated to Today's Agenda - None

8. Reports

a. Island Recreation Association Update – Mr. Frank Soule reported on the following:

- Summer sports are wrapping up and now heading into Fall sports.
- After school programs going strong with over 100 children.
- Fitness programs going well and are now held in the gym.
- Senior programming going well. We have hired a new director. Excited to promote more fitness with the seniors.
- Youth and adult sports are underway, including a men's basketball league.
- E sports games are being offered.
- Continuing with party in the park events.

Chairman Kisiah will draft a letter to Town Council and for the Commissioners' review in support of the Town re-entering the discussions with Beaufort County at their earliest convenience to talk about the Town's request to take over Barker Field.

- b. Parks and Recreation Master Plan update** – Taylor Ladd reported the Town held several Workshops, focus group meetings with stakeholders, an Open Park Day Event at Chaplin to kick off new projects with MKSK and Wood & Partners. The input that was gathered is being used to further inform and refine the design decisions being made for the parks. Ms. Ladd advised the design teams recently held a collaboration meeting to review the carrying capacity of each park site for the various recreation needs and amenities that have been proposed. It appears there is space for the identified community needs and proposed programming. During the next several weeks they will be preparing initial concept plans which should be ready late October/early November.

9. Unfinished Business - None

10. New Business – None

11. Park Updates – Taylor Ladd reported on the following:

- The Islanders Beach Park Pavilion is underway. The Town issued an IFB to construct an accessible covered pavilion. It will be constructed adjacent to the boardwalk and will overlook the dunes and the ocean.
- Construction recently began on Shelter Cove Connectivity. The scope of work entails enhancing existing park areas, expanding the parking and pathway connectivity between Shelter Cove Community Park, Veterans Memorial and William Hilton Parkway at the new stop light at the Sherriff's Office.

Ms. Ladd noted that the dates for the October and November meetings will likely be revised based on the timeline for presenting initial design concepts for the three park projects. The regular meeting scheduled for October 14th will be cancelled and the November 18th meeting will start earlier in the day.

12. Park Commissioner Comments

Commissioner Kristian inquired about parking issues with Islanders Beach Park. Josh Gruber, Assistant Town Manager advised there are approximately 160 parking spaces

within that area and approximately 6,000 parking passes have been issued. Security monitors the parking lots every weekend to ensure that users have a parking sticker in order to park. The Town's Beach Manager is drafting a program to ensure that only Island residents will have access.

Chairman Kisiah asked staff to clarify the use of Chaplin Park for a secondary debris management site. Mr. Gruber stated as barrier Island it necessitates that as part of our planning efforts the Town must have places identified as disaster recovery sites. Part of that is having the sites that are pre-determined and established with the State. The primary site is located at Honey Horn. In some storms, there may be a need to activate more than one location - Chaplin Park is the secondary location. Unfortunately, large equipment used in debris management operations would damage artificial turf. Chairman Kisiah stated this was the reason for not proposing the use of artificial turf at Chaplin and reiterated there is a desire for synthetic turf fields.

13. Adjournment

The meeting was adjourned at 4:07 p.m.

Submitted by: Karen D. Knox, Secretary

Approved: _____

Town of Hilton Head Island

2022 Parks and Recreation Proposed Meeting Dates

***Meetings are on the second Thursday at 3:30 pm**

Benjamin M. Racusin Council Chambers

One Town Center Court

Hilton Head Island, SC 29928

Thursday, January 13, 2022
Thursday, February 10, 2022
Thursday, March 10, 2022
Thursday, April 14, 2022
Thursday, May 12, 2022
Thursday, June 9, 2022
*July and August Summer Recess
Thursday, September 8, 2022
Thursday, October 13, 2022
Thursday, November 10, 2022
Thursday, December 8, 2022

**The Parks and Recreation Commission will not meet in July or August in observance of a summer recess.*