



The Town of Hilton Head Island
Parks & Recreation Commission Meeting
Thursday, January 12, 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**
 - December 8, 2022
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**
8. **Unfinished Business**
 - a) **Fiscal Year 2024 CIP Projects**
9. **New Business**
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, December 8, 2022 – 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*; Jeff Buckalew, *Town Engineer*; Taylor Ladd, *Project Manager*; Natalie Harvey, *Director of Cultural Affairs*; Bob Bromage, *Director of Public Safety*; Yazmin Winston Black, *Community Development Coordinator*; Karen Knox, *Senior Administrative Assistant*; Brian Glover, *Administrative Assistant*

Present from Town Council: Tamara Becker

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 – October 6, 2022

At request of the Commission, the list of changes made to the Parks and Rec Master Plan has been added to the October 6th, 2022, Minutes. Chairman Kisiah moved to approve with the include change. Ms. Kristian seconded. The motion to approve the Minutes of October 6, 2022, passed with a vote of 7-0-0.

6. Appearance by Citizens

Bobby Tillson spoke to the Commission about sand volleyball. He asked that the Commission consider building 2 to 4 courts for public access. The Commission asked a few questions about the size of the group of players and their needs. They are a

sizable group with many consistent players and would accept inland or beach courts. Aaron Black, facilities manager stated that the cost of maintenance should be low for the courts when included in parks.

7. Reports

a) Island Recreation Association Update – Frank Soule

Mr. Soule provided an overview of the association's progress. Outdoor Rec is progressing smoothly and continuing to grow. The Association is looking to rent space for public storage of rec equipment. The pool dome will be going up and they expect the inspection to be done before the holidays. Additionally, afterschool programs are including more people with special needs.

The Commission asked about the fundraising and childcare. Mr. Soule said that 65% of the funding comes from fundraising. Also, the association is looking to include childcare for the members in the morning. The Commission thanked Mr. Soule for his time and service to the community.

b) Parking Master Plan Update – Jeff Buckalew

Mr. Buckalew provided a presentation as included in the packet. He covered the current budget plan and stated that new projects could be introduced as they arise. Currently, many of these projects are ongoing or carryover projects.

The Commission asked several questions the project. The improvements will be made to all beach parks. The Town will be ready with information for local businesses misused non beach parking as well as code enforcement for these instances and the paid parking spaces. As, residents will be able to purchase beach passes which will work for all beach parks.

c) Public Safety Update – Bob Bromage

Mr. Bromage provided a short presentation about the investigation of park safety. He stated that the study found the parks to be safe, however they have had some issues with graffiti and homeless people. The Sheriff's Office is looking into additional physical presence at the parks to help mitigate these issues.

8. Unfinished Business

None

9. New Business

a) Chamber Leadership Program Class Project Presentation – Cary Welker

Cary Welker provided a short presentation about the project the leadership class is working on. They are providing fishing line collection and recycling to local docks and fishing spots. The receptacles are designed to be simple and built primarily out of PVC. Berkley Fishing has a mail in recycling program which will be used to

handle the recycling of the fishing line. They ask that the town give permission to install the receptacles and give a pledge of support for the receptacle's maintenance.

There was a short discussion about the project and its benefits. The chair asked for a motion to forward the presentation to town council with a recommendation for approval. Mr. Manesiotis put forth the motion. Ms. Kristian seconded. Motion passed with a vote of 6-0-1. Mr. Dowling recused himself due to his involvement with the leadership program.

b) FY2024 CIP Discussion – Jennifer Ray

Jennifer Ray provided a short overview of the 2023 fiscal year plan. She stated that many of the projects on the 2024 plan will be continuing many of the projects from 2023, and there will be few new projects introduced. In the January meeting, she will be providing a second presentation and will be asking the commission for any additions and suggestions before the draft goes to the Planning Commission.

The Commission made several comments about local interest in sports facilities, the timelines for projects, and the order of development. The topic was opened for public discussion.

Judy Mattoon spoke about tennis courts in the area and asked the commission to consider a soft top court.

c) Parks and Recreation Commission 2023 Work Plan – Taylor Ladd

Ms. Ladd provided a presentation on the 2023 work plan as included in the packet and answered questions from the committee. The Commissioners discussed the plan and activities of the plan. There was some discussion on the fall meeting time and a possible need to change the meeting time.

Ms. Kristian moved to approve the 2023 Work Plan. Mr. Parsons seconded. Motion carried with a vote of 7-0-0.

10. Updates

a) Parks Maintenance – Aaron Black

Mr. Black introduced Kevin Tylus and Whitaker Knight who are both new hires in park maintenance. He provided a brief overview of their positions and the progress they will be making moving forward.

Additionally, provided details on the progress of improvements to both facilities and landscaping at the parks across the island. He stated that they are making progress, however there is still a need for additional staff for direct maintenance of the parks.

b) Staff Report – Taylor Ladd

No Report

11. Park Commissioner Comments

Chairman Kisiah stated that in addition to promoting the development of great parks, there needs to be a greater emphasis for great maintenance by fulfilling the additional staffing requirements needed for maintenance.

12. Adjournment

The Meeting was adjourned at 5:18 p.m.

Submitted by: Brian Glover,
Administrative Assistant

Approved: [Date]

DRAFT



TOWN OF HILTON HEAD ISLAND

Parks and Recreation Commission

TO: Parks and Recreation Commission
FROM: Jennifer Ray, PMP, *Capital Program Manager*
VIA: Shawn Colin, AICP, *Assistant Town Manager – Community Development*
CC: Marc Orlando, *Town Manager*
DATE: January 3, 2023
SUBJECT: FY24 CIP - Parks and Recreation projects

RECOMMENDATION:

That the Parks and Recreation Commission make a recommendation to the Planning Commission on priority projects for consideration by Town Council as part of their Fiscal Year 2024 (FY24) Capital budget review process.

BACKGROUND:

The State's enabling legislation assigns the Planning Commission the duty to prepare "an annual listing of priority projects for consideration by the Town Council prior to their preparation of the capital budget." A list of proposed priority projects for FY24 has been prepared for consideration based on the status of FY23 projects, projects on the most recent recommended priority list from Planning Commission, and the previous input of the Parks and Recreation Commission, Bike Walk HHI, and staff.

SUMMARY:

Staff facilitates a meeting with the Parks and Recreation Commission annually regarding potential priority parks and recreation projects for the upcoming fiscal year. The Parks and Recreation Commission makes recommendations to the Planning Commission. The Planning Commission's recommendations are provided to Town Council prior to their budget deliberations, which are tentatively scheduled to occur in May 2023.

ATTACHMENTS:

1. Capital Improvements Program FY24; Draft v1, January 3, 2023

TOWN OF HILTON HEAD ISLAND - CAPITAL IMPROVEMENTS PROGRAM FY24

MAP KEY	PROJECTS	FY23 CARRY FORWARD OR PROPOSED NEW FY24	FY24 PROJECT SCOPE	PRC RANKING	PC CIP RANKING	PC RANKING
PATHWAY MANAGEMENT						
	Pathway Maintenance & Improvements	NEW FY24	Maintenance and Improvements to existing pathways including Repair, Rejuvenation, and Striping plus Safety and Enhancements aimed at improving consistency and uniformity of all pathway signs, landings, crosswalks, pavement markings, ADA compliance, etc. May include Preliminary Planning, Design (Conceptual & Final), Permitting, and/or Construction depending on specific project. Includes replacement of pathway boardwalk decking on Spanish Wells and Assessment/repair of all pathway boardwalks.			
	NEW PATHWAY SEGMENTS					
Pa3	William Hilton Parkway EB (Shelter Cove Lane to Mathews Drive/Folly Field Road)	FY23 CARRY FORWARD	Easement Acquisition & Construction of +/- 6,000 LF of pathway from Shelter Cove Lane (at BCSO) to Mathews Drive at Folly Field Road			
Pa4	Jonesville Road	FY23 CARRY FORWARD	Design (Final), Permitting, & Construction for +/- 1.2 miles of pathway along Jonesville Road planned for FY24 pending results of feasibility assessment			
	William Hilton Parkway EB (Mathews Drive/Folly Field Road to Port Royal Plaza)	NEW FY24	Preliminary Planning, Design (Conceptual & Final), & Permitting of +/- 1 mile of pathway from Folly Field Road to Port Royal Plaza			
	Pathway Connectivity Master Plan	NEW FY24	Island-wide pathway and connectivity plan based on recommendations from Corridors Plan and Pathway Assessment Report. Project will identify existing pathways, gaps/improvement areas, and new pathway segments. Project will include well-defined standards for pathway design and maintenance.			

TOWN OF HILTON HEAD ISLAND - CAPITAL IMPROVEMENTS PROGRAM FY24

MAP KEY	PROJECTS	FY23 CARRY FORWARD OR PROPOSED NEW FY24	FY24 PROJECT SCOPE	PRC RANKING	PC CIP RANKING	PC RANKING
PARK MANAGEMENT						
	PARKS & RECREATION					
PR1	Mid-Island Tract Park	FY23 CARRY FORWARD	New Community Park			
PR2	Chaplin Community Park Renovation	FY23 CARRY FORWARD	Renovation of existing Community Park			
PR3	Crossings Park Renovation	FY23 CARRY FORWARD	Renovation of existing Community Park			
PR4	Shelter Cove Community Park Expansion	FY23 CARRY FORWARD	Expansion of existing Community Park			
PR5	Chaplin Linear Park with Treehouse	FY23 CARRY FORWARD	Phase 1 of Linear Park including trail head up-fit, pedestrian bridge at Broad Creek inlet, tree house, and marsh-side trail connection to Singleton Beach Road			
PR6	Patterson Family Property Park	FY23 CARRY FORWARD	Permitting & Construction for new Mini Park; FY22 CDBG Project included in Parks & Recreation Maser Plan			
PR7	Taylor Family Property Park	FY23 CARRY FORWARD	Permitting & Construction for new Mini Park on +/- 4.9 acre Town-owned parcel at 252 Wild Horse Road; FY23 CDBG Project included in Parks & Recreation Master Plan			
PR8	Barker Field	FY23 CARRY FORWARD	Design (Final) & Permitting for existing Sports Park			
	Forest Management Plan	NEW FY24	Assess and evaluate areas to manage undergrowth and promote specimen trees and park functionality.			
PR9	Island Recreation Association - Capital Projects	NEW FY24	Island Recreation Center seeks funds to improve the buildings, pool and grounds, as well as manage events			
	Outdoor Basketball Courts	NEW FY24	Redevelop/resurface existing basketball courts at Island Recreation Center			
	Indoor Climbing Wall	NEW FY24	Installation of climbing wall at Island Recreation Center in conjunction with People for Parks			

TOWN OF HILTON HEAD ISLAND - CAPITAL IMPROVEMENTS PROGRAM FY24

MAP KEY	PROJECTS	FY23 CARRY FORWARD OR PROPOSED NEW FY24	FY24 PROJECT SCOPE	PRC RANKING	PC CIP RANKING	PC RANKING
PR10	Public Art Program	FY23 CARRY FORWARD	Funding to accommodate installation of public art pieces donated to or curated by the Town.			
	GENERAL PARK ENHANCEMENTS	NEW FY24	Includes various identified facility and service improvements at existing parks such as additional bike racks, picnic tables, sun shades, fencing, etc.			
PR12	Jarvis Creek Park Enhancements	FY23 CARRY FORWARD	Replacement of two playgrounds and addition of poured-in-place rubber safety surface			
	Greenshell Park Enhancements	NEW FY24	Replacement of property line fencing, curb, playground equipment, and observation decks			
	Old Schoolhouse Park Enhancements	NEW FY24	Renovation of existing tennis courts and basketball courts			
	Bristol Sports Arena	NEW FY24	Replace existing metal halide lights with LED lights			
	Restroom Partition Replacement	NEW FY24	Replacement of partitions in restrooms at Crossings Park, Bristol Sports Arena, Chaplin Community Park, and Veterans Memorial Park			
	Restroom Floor Re-tiling	NEW FY24	Re-tiling of restroom floors at Jarvis Creek Park, Greenshell Park, Rowing & Sailing Center at Squire Pope Community Park, and Veterans Memorial Park			
	Restroom Building Roof Replacement	NEW FY24	Replacement of roof on existing restroom buildings at Veterans Memorial Park and Greenshell Park			
	Rowing & Sailing Center at Squire Pope Community Park	NEW FY24	Addition of racks for the temporary storage of kayaks and paddleboards including wash station			