



**The Town of Hilton Head Island  
Regular Town Council Meeting**

**January 17, 2017**

**4:00 P.M.**

**BENJAMIN M. RACUSIN COUNCIL CHAMBERS**

**AGENDA**

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**As a Courtesy to Others Please Turn Off/Silence All Mobile Devices During  
the Town Council Meeting**

- 1) Call to Order**
- 2) Pledge to the Flag**
- 3) Invocation**
- 4) FOIA Compliance** – Public notification of this meeting has been published, posted and distributed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.
- 5) Proclamations and Commendations**
  - a. Experience Green – Hilton Head Island 2017 Sustainable Golf Destination of the Year Award
- 6) Approval of Minutes**
  - a. Town Council Meeting, December 20, 2016
- 7) Report of the Town Manager**
  - a. Hurricane Matthew Update
  - b. Town Manager's Items of Interest
    - (1) Town News
    - (2) Noteworthy Events
- 8) Reports from Members of Council**
  - a. General Reports from Council Report of the
  - b. Intergovernmental and Public Safety Committee – Bill Harkins, Chairman
  - c. Report of the Community Services Committee – Kim Likins, Chairman
  - d. Report of the Public Planning Committee – David Ames, Chairman
  - e. Report of the Public Facilities Committee – Marc Grant, Chairman
  - f. Report of the Finance and Administrative Committee - John McCann, Chairman

**9) Unfinished Business**

**a. Second Reading of Proposed Ordinance 2016-32**

Second Reading of Proposed Ordinance 2016-32 of the Town Of Hilton Head Island, South Carolina, to amend Title 2 General Government and Administration of the Municipal Code of the Town of Hilton Head Island, South Carolina by amending Chapter 5 (Meetings of Council and Rules of Procedure) Section 2-5-50, Agenda and Order of Business; and providing for severability and an effective date.

**10) New Business**

**a. Consideration of Adoption of the Key 2017 Council Priorities**

**11) Appearance by Citizens**

**12) Executive Session**

**a. Land Acquisition**

Discussion of negotiations incident to the proposed sale, lease or purchase of property:

(1) related to potential acquisition of property in the Sea Pines Circle Area.

**13) Possible actions by Town Council concerning matters discussed in Executive Session**

**14) Adjournment**

# COMMENDATION

*By*

*The Town of Hilton Head Island*

*WHEREAS, November 17, 2016, the Hilton Head Island Area has been named the 2017 International Sustainable Golf Destination of the Year; this first ever designation is awarded by the International Association of Golf Tour Operators; and*

*WHEREAS, the 2017 award recognizes high performance and commitment across three core areas of sustainability – nature, resources and people. The Hilton Head Island Area’s collective commitment to holistic sustainability through community partnerships and through practical application and continual improvement by individual golf facilities are the core of this collaborative success; and*

*WHEREAS, the community collaboration was led by Hilton Head Island nonprofit organization, Experience Green and endorsed by the Hilton Head Island Visitor and Convention Bureau. Experience Green was founded in 2010 with a scope of service encompassing Hilton Head Island and greater Beaufort County, South Carolina; and*

*WHEREAS, Experience Green provides education, programming, and leads initiatives for the community that are focused on the what, how, why, and when of sustainability. Since Experience Green’s inception, its long term goal has been to improve society through increased stewardship of the environment, care of the people, and growth of economic prosperity; and*

*WHEREAS, Experience Green’s ‘Sustainability in Golf’ program has engaged decision makers from the global golf industry since its launch in 2012; and*

*WHEREAS, The 2017 International Sustainable Golf Destination award portfolio includes 15 area golf facilities and the RBC Heritage PGA TOUR event that are committed to a sustainability program as recommended by the Golf Environment Organization; it focuses on measurable improvement across six categories: Community, Energy, Nature, Pollution Prevention, Supply Chain and Water; and*

*WHEREAS, the Sea Pines Resort, Old South Golf Links and The Legends at Parris Island have become fully Certified by the Golf Environment Organization, making up only ten golf facilities in the United States with this distinction; and*

*WHEREAS, the ‘Sustainability in Golf’ initiative of Experience Green contributes to the social, environmental and economic prosperity of the Hilton Head Island Area destination; and*

*WHEREAS, Experience Green and its programs to promote comprehensive sustainability is an important asset not only for the local community, but for the golf and tourism industries.*

*NOW, THEREFORE, I, David Bennett, Mayor of the Town of Hilton Head Island, South Carolina, on behalf of the Town Council, do hereby commend the dedicated Staff, Board of Directors, Advisory Council and volunteers of*

## ***Experience Green***

*on the milestone achievement to win the first ever Sustainable Golf Destination of the Year award in 2017 for the Hilton Head Island area, recognizing its ongoing efforts to advance sustainability for the local and global golf and tourism industries.*

*IN TESTIMONY WHEREOF, I hereunto set my hand and caused this seal of the Town of Hilton Head Island to be affixed this Seventeenth day of January, Two Thousand Seventeen.*

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*David Bennett, Mayor*

**THE TOWN OF HILTON HEAD ISLAND**  
**REGULAR TOWN COUNCIL MEETING**

**Date:** Tuesday, December 20, 2016

**Time:** 4:00 P.M.

**Present from Town Council:** David Bennett, *Mayor*; David Ames, Marc Grant, Bill Harkins, Tom Lennox, John McCann, *Council Members*

**Absent from Town Council:** Kim Likins, *Mayor Pro Tem*

**Present from Town Staff:** Steve Riley, *Town Manager*; Greg DeLoach, *Assistant Town Manager*; Charles Cousins, *Director of Community Development*; Brad Tadlock, *Fire Chief*; John Troyer, *Deputy Director of Finance*; Melissa Cope, *Systems Analyst*; Vicki Pfannenschmidt, *Executive Assistant*

**Present from Media:** Teresa Moss, *Island Packet*

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**1) CALL TO ORDER**

Mayor Bennett called the meeting to order at 4:00 p.m.

**2) PLEDGE TO THE FLAG**

**3) INVOCATION**

**4) FOIA Compliance** – Public notification of this meeting has been published, posted and distributed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.

**5) Approval of Minutes**

**a.** December 6, 2016

Mr. Harkins moved to approve. Mr. McCann seconded. The minutes of the December 6, 2016 regular Town Council meeting were approved by a vote of 6-0.

**6) Report of the Town Manager**

**a.** Hurricane Matthew Update

Mr. Riley invited Charles Cousins to give the update. Mr. Cousins reviewed the amount of debris collected to date and informed Council staff continues to work with FEMA regarding the beach issues and preparation of worksheets for submittal. He added that the final package of private roads for debris removal has been submitted to FEMA and staff expects a response by the first of the year. Mr. Cousins informed Council of the ongoing problems emerging from Hurricane Matthew some of which are a number of sinkholes. He added that staff is seeking permits from the State regarding emergency beach renourishment in the Sea Pines area which took a direct hit from the hurricane. Mr. Riley stated that due to the level of damage to that specific area it qualifies for emergency work.

Mr. Cousins stated that the first of the invoices from Crowder Gulf were being prepared and the Town would be receiving them in the near future.

**b.** Town Manager's Items of Interest

Mr. Riley reported on some items of interest.

## 7) Reports from Members of Council

### a. General Reports from Council

Mr. Harkins suggested adding the results of the Town Council Workshop to the first meeting in January or the first meeting with a full Council present.

Mr. McCann suggested going back and checking on resolutions regarding Town Council committees and the responsibilities of such.

Mr. Lennox reported he met with the Sea Pines/CSA Traffic Committee and they expressed their support of the Circle to Circle Ad Hoc Committee recommendations. They have also recommended and are working with staff regarding a right turn only coming out of the USCB Campus. He said the Committee also recommended the Town consider acquiring additional land in and around the Sea Pines Circle district to accommodate what may be a need for additional trolley parking and to reduce density.

## 8) Unfinished Business

### a. Second Reading of Proposed Ordinance 2016-32

Second Reading of Proposed Ordinance 2016-32 of the Town Of Hilton Head Island, South Carolina, to amend Title 2 General Government and Administration of the Municipal Code of the Town of Hilton Head Island, South Carolina by amending Chapter 5 (Meetings of Council and Rules of Procedure) Section 2-5-50, Agenda and Order of Business; and providing for severability and an effective date.

Mr. Harkins moved to approve. Mr. McCann seconded. Mr. Ames moved to amend the ordinance by inserting Appearance by Citizens following Committees reports and before Unfinished Business. Mr. McCann seconded. The amendment was approved by a vote of 6-0. The amended motion was approved by a vote of 6-0. Mr. Riley noted that the amended Proposed Ordinance would come back to Council on January 17, 2017.

### b. Second Reading of Proposed Ordinance 2016-33

Second Reading of Proposed Ordinance 2016-33 of the Town of Hilton Head Island, South Carolina, to amend Title 2 General Government and Administration of the Municipal Code of the Town of Hilton Head Island, South Carolina by amending Chapter 5 (Meetings of Council and Rules of Procedure) Section 2-5-60, Committees of Council; and providing for severability and an effective date.

Mr. Harkins moved to approve. Mr. McCann seconded. The motion was approved by a vote of 6-0.

## 9) New Business

None.

## 10) Appearance by Citizens

Peter Ovens addressed Council regarding the addition of harvesting of trees to the disaster plan.

Chet Williams addressed Council regarding to extend his personal thanks to Steve Riley, Greg DeLoach, Charles Cousins and Scott Liggett regarding the how well the cleanup from Hurricane Matthew has gone. He commended Mr. Riley as Town Manager and expressed his appreciation for him in that position.

## 11) Executive Session

Mr. Riley stated he needed an Executive Session for the purpose of Personnel Matters-Appointments to Boards and Commissions: 1) Recommendation to the Beaufort County Legislative Delegation for an appointment to the Beaufort-Jasper Water & Sewer Authority; Land Acquisition: Discussion of negotiations incident to the proposed sale, lease or purchase of property: 1)related to parcels in the Coligny area and 2) related to a parcel in the Sea Pines Circle area; Contractual Matters: 1) Discussion of negotiations incident to proposed contractual arrangements with the Town Attorney and the receipt of legal advice related to pending, threatened or potential claim related to: 1)Buonaiuto Complaint, 2) Tai Scott BZA Appeal, 3) Likins versus Hoagland lawsuit, and ArborNature BZA Appeal.

At 4:32 p.m., Mr. Harkins moved to enter into Executive Session for the reasons stated by the Town Manager. Mr. McCann seconded. The motion was approved by a vote of 6-0.

Council returned to the dais at 5:52 p.m. and Mayor Bennett stated there was no action taken during Executive Session and addressed the items below:

## 12) Possible actions by Town Council concerning matters discussed in Executive Session

### a. Consideration of a Recommendation to the Beaufort County Legislative Delegation for an appointment to the Beaufort-Jasper Water & Sewer Authority.

Mr. Ames moved that the Council make a nomination to the Beaufort County Legislative Delegation for the appointment of James E. Baker to the Beaufort-Jasper Water Sewer Authority as a Town of Hilton Head Island representative, filling the unexpired term of Jack Burke which ends July 1, 2020. Mr. John McCann seconded. The motion was approved by a vote of 6-0.

### b. Consideration of the Town Attorney Contract

Mr. Harkins moved to approve the Town Attorney contract under the terms and conditions as discussed in Executive Session. Mr. McCann seconded. The motion was approved by a vote of 6-0.

## 13) Adjournment

Mayor Bennett adjourned the meeting at 5:54 p.m.

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Vicki L. Pfannenschmidt  
Executive Assistant/Town Clerk

Approved:

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David Bennett, Mayor



# ITEMS OF INTEREST

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## JANUARY 17, 2017

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### Noteworthy Events

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Some of the upcoming meetings:

- Planning Commission – January 18, 2017, 3:00 p.m.
- Venue Committee - January 20, 2017, 9:00 a.m.
- Public Facilities Committee – January 23, 2017, 10:00 a.m.
- Board of Zoning Appeals – January 23, 2017, 2:30 p.m.
- Design Review Board – January 24, 2017, 1:15 p.m.
- Construction Board of Adjustments & Appeals – January 24, 2017, 5:30 p.m.
- Planning Commission – February 1, 2017, 9:00 a.m.
- Venue Committee – February 1, 2017, 4:00 p.m.
- Intergovernmental & Public Safety Committee – February 6, 2017, 10:00 a.m.
- Finance & Administrative Committee – February 7, 2017, 2:00 p.m.
- Town Council – February 7, 2017, 4:00 p.m.

(Additional meetings may be scheduled and all meetings are subject to change and/or cancellation. Please visit the Town of Hilton Head Island website at [www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov) for Committee meeting dates and agendas.

### Hilton Head Island Events

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January 21, 2017 11:30 a.m. – 3:30 p.m.	Kiwanis Chili Cook-Off	Shelter Cove Community Park
January 28, 2017 11:00 A.M. – 4:00 P.M.	Hilton Head Island Snow Day	Shelter Cove Community Park

# **MEMORANDUM**

**TO:** Town Council  
**FROM:** Stephen G. Riley, ICMA-CM, Town Manager  
**Via:** Brian Hulbert, Staff Attorney

**RE:** Proposed Ordinance Number 2016-32 Agenda and Order of Business

**DATE:** December 7, 2016

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At the Second Reading of the Proposed Ordinance 2016-32 on December 20, 2016 Town Council amended the proposed ordinance to move the Appearance by Citizens portion of the agenda to follow Reports of Committee members and to precede the Unfinished Business portion of the agenda. Because of this amendment, a new second reading is required.



**AN ORDINANCE OF THE TOWN OF HILTON HEAD ISLAND**

**ORDINANCE NO.**

**PROPOSED ORDINANCE NO. 2016-32**

**AN ORDINANCE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, TO AMEND TITLE 2 GENERAL GOVERNMENT AND ADMINISTRATION OF THE MUNICIPAL CODE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA BY AMENDING CHAPTER 5 (MEETINGS OF COUNCIL AND RULES OF PROCEDURE) SECTION 2-5-50, AGENDA AND ORDER OF BUSINESS; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council of the Town of Hilton Head Island, South Carolina previously adopted Ordinances 1983-5, 1994-09, 2002-01, and 2008-03 to address the setting of agendas and the order of business for Town Council meetings for the efficient operation of the Town Council; and

**WHEREAS**, the Town Council now desires to amend Section 2-5-50 to provide for an efficient operation of the Town Council meetings that will benefit both the Town and its citizens.

**NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA; AND IT IS ORDAINED BY THE AUTHORITY OF THE SAID TOWN COUNCIL:**

**NOTE: Underlined and bold-faced** typed portions indicate additions to the Municipal Code. ~~Stricken~~ portions indicate deletions to the Municipal Code.

**Section 1. Sec. 2-5-50. – Agenda and order of business.**

- (a) Matters to be considered at a regular meeting or called special meeting, except a called emergency special meeting, of council shall be placed on a written agenda and conform to the order of business of council.
- (b) The municipal clerk shall post the agenda on the Town website and on a bulletin board in a publicly accessible place at Town Hall or at the meeting place of the Town Council as early as is practicable but not later than 24 hours before the meeting.
- (c) Once an agenda for a regular, called, special, or rescheduled meeting is posted pursuant to this section, no items may be added to the agenda without an additional twenty-four hours notice to the public, which must be made in the same manner as the original posting. After the meeting

begins, an item upon which action can be taken may only be added to the agenda by a two-thirds vote of the members present and voting; however, if the item is one upon which final action can be taken at the meeting or if the item is one in which there has not been and will not be an opportunity for public comment with prior public notice given in accordance with this section, it only may be added to the agenda by a two-thirds vote of the members present and voting and upon a finding by the body that an emergency or an exigent circumstance exists if the item is not added to the agenda.

- (d) The order of business of council shall be as follows:
- (1) Call to order by presiding officer.
  - (2) **Executive Session.**
  - ~~(2)~~**(3)** Pledge of allegiance.
  - ~~(3)~~**(4)** Invocation.
  - ~~(4)~~**(5)** Proclamations.
  - ~~(5)~~**(6)** Reading of minutes of previous meeting, their consideration and approval.
  - ~~(6)~~**(7)** Reports from municipal officers.
  - ~~(7)~~**(8)** Reports of council.
  - ~~(8)~~**(9)** Reports of committees.
  - ~~(9)~~**(10)** **Appearances by citizens.** ~~Unfinished business.~~
  - ~~(10)~~**(11)** **Unfinished business.** ~~New business.~~
  - ~~(11)~~**(12)** ~~Appearances by citizens.~~ **New business.**
  - ~~(12)~~**(13)** Possible actions by Town Council concerning matters discussed in executive session.
  - (14) Adjournment.
- (e) If it is desired to transact business out of its order, it shall be necessary to suspend the rules by a vote of a majority of members present.
- (f) Executive Sessions, if necessary, for regular meetings shall begin at 4:00 pm and end no later than 5:00 pm. The pledge of allegiance and the public portion of the regular meeting shall begin at 5:00 pm and end no later than 8:00 pm. The Mayor shall have the discretion to extend the meeting if circumstances warrant. Council may reenter Executive Session at any time during the public portion of the meeting if a majority of Council determines it necessary.**

**Section 2 Severability.** If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

**Section 3 Effective Date.** This Ordinance shall be effective upon adoption thereof by the Town Council for the Town of Hilton Head Island, South Carolina.

**PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017.**

By: \_\_\_\_\_  
**David Bennett, Mayor**

**ATTEST:**

By: \_\_\_\_\_  
**Victoria L. Pfannenschmidt, Town Clerk**

**First Reading:** \_\_\_\_\_

**Second Reading:** \_\_\_\_\_

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Gregory M. Alford, Town Attorney**

**Introduced by Council Member:** \_\_\_\_\_



## **MEMORANDUM**

**TO:** Town Council

**FROM:** Steve Riley, Town Manager

**DATE:** January 17, 2017

**SUBJECT:** Annual Workshop Results

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Please find the following **Key Priorities for 2017 Report** from our annual workshop Facilitator, Patrick Ibarra, for consideration and adoption.



mejorando group



***MAYOR AND  
TOWN COUNCIL  
ADVANCE MEETING  
SUMMARY***

Facilitated by  
**PATRICK IBARRA**

**December 1-2, 2016**

# *HEADWINDS:* TRENDS IMPACTING THE COMMUNITY

- **Political**

- Factions
- Expansion and contraction of government
- Under represented at state house
- Regionalization
- Tension island to region, island to state

- **Social**

- Remaining relevant
- Changing values
- Speed of social media and changing technology
- Crime
- Respect for each other
- Aging population
- Cultural assimilation

- **Economic**

- Competition for labor and impact from other communities
- Access to island
- Interest rates
- Port
- Poverty

- **Hospitality/Tourism Industry**

- Transition of golf courses
- Changing visitor demographics
- Duration of stay by tourists
- Rise and impact from day trippers

- **Fiscal**

- Clean up costs
- Taxation 388
- Declining distribution of state shared revenue

- **Quality of Life**

- Infrastructure
- Housing availability
- Condominium complexities
- Heirs property
- PUDS and gated communities
- Over-building
- Education system
- Health care

- **Environmental**

- Global warming

# ***ROLE OF TOWN COUNCIL AS A COMMUNITY BUILDER***

- **Past Role**

- Less active
- Creating and managing growth

- **Current Role**

- Preparing for future
- Listening to younger population and all citizens
- Getting back to our roots – being on the cutting edge, leading as environmental stewards and building a bridge to the future
- Can't ignore base

- **Future Role**

- More active building the skeleton and using private sector to add the muscle
- Futurist
- Reinvigorate community pride and self-image
- Create climate for private investment
- Prudent risk taking
- Leadership



# ***KEY PRIORITIES FOR 2017***

**1. Visioning:** The schedule for the Visioning project will be provided to Mayor and Council on or before 1/31/17.

## **2. Heirs Property**

- A non-profit organization will be engaged for community outreach purposes.
- By the end of 2017, the consultant hired to evaluate LMO changes to address Heirs property situations will have presented their recommendations to the Planning Commission and for Town Council for consideration. One possible tool to be considered is the creation of a heritage overlay.

**3. Regionalization:** In order to define the purpose and impact from pursuing a regionalization effort and factoring in the role of the IGR Committee, meetings with elected official from other cities and the County elected officials will be held periodically throughout the year.

**4. Baypoint:** If a developer agreement is submitted, a sub-committee of Town Council

will be formed to evaluate all of the variables. Outside resources may be retained to assist with the assessment of the proposed agreement.

## **5. Infrastructure:**

- By June 30, the Storm Water Plan from the County, including the fee arrangement/schedule will be considered by the Town Council.
- Staff will review the report recently submitted by the Telecommunication Task Force and provide recommendations for Town Council consideration.

## **6. Cultural, Entertainment, Arts and Heritage Committee:**

- The structure under which the new Program Coordinator will function will be established in early 2017. Subsequently, the Program Coordinator will be hired.
- Phase 1 of the Venue Committee will be completed by March 31, 2017 and Phase(s) 2 and 3 presented to Town Council during in 2017.

**7. Housing:** The Public Facility and Public Planning Committee will examine the issue via a task force and subsequently provide a series of recommendations to the Town Council.

## 8. Transportation:

- Town staff will review report recently submitted by the LRTA and provide recommendations on or before March 31, for Town Council to consider adopting.
- A Plan for the scheduling of private road improvements will have been accepted and adopted by Town Council on or before December 31, 2017.