



The Town of Hilton Head Island Planning Commission CIP Committee Meeting

Thursday, January 28, 2016

2:00 p.m.

Conference Room 4

AGENDA

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, posted, and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.
- 3. Committee Business**
 - Approval of Minutes of October 20, 2015
- 4. Unfinished Business**
 - Review of Proposed Fiscal Year 2017 Priority Projects
 - Review of Proposed Fiscal Year 2017 CIP
- 5. New Business**
- 6. Adjournment**

Please note that a quorum of the Planning Commission or of Town Council may result if four (4) or more of their members attend this meeting.

TOWN OF HILTON HEAD ISLAND
Planning Commission – CIP Committee

Minutes of the October 20, 2015

Regular Meeting

Members Present: Bryan Hughes, *Chairman*, Barry Taylor, Peter Kristian, Levon Stevens
Members Absent: None
Staff Present: Scott Liggett, Jeff Buckalew, Jayme Lopko
Others Present: None
Media Present: None

I. CALL TO ORDER

The meeting was called to order at 10:00 a.m.

II. 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.

III. COMMITTEE BUSINESS

- Approval of Minutes from October 22, 2014. There being no changes, the Minutes were unanimously approved.

IV. UNFINISHED BUSINESS

None

V. NEW BUSINESS

1. Proposed Priority Projects Fiscal Year 2017

A. Pathways

- Main Street (Whopping Crane Way to Wilborn Road) – (survey and concept development)
- US 278 mid-block cross-walk at Shelter Cove (construction)
- US 278 – B (William Hilton Parkway) Shelter Cove/Chaplin to Mathews Drive-north – (design, construction)
- Shelter Cove Lane (William Hilton Parkway to Shelter Cove Park (survey and concept development)
- US 278B (Gardner Drive to Jarvis Park/Honey Horn) – (concept development, design)
- US278 (westbound between Gum Tree Road to Squire Pope Road) – concept development)
- US 278B (Village at Wexford to Arrow Road) – (design, construction)
- US278B (Jarvis Park/Honey Horn to Graves Bridge) – (survey)

B. Roadway Improvements

Pope Avenue Corridor/Coligny Area Improvements

- Office Park Road Intersection Improvements (construction)
- Heritage Plaza Road Extension (FY15 funding for survey, concept development design and land acquisition)

- Extension of Lagoon Road – (construction)
- Reconstruction of Nassau Street – (construction)
- South Forest Beach Drive Improvements – Coligny Circle to Beach Park (construction)**
- Intersection Improvements at Shelter Cove Town Center (including pedestrian crosswalks – (FY 16 Funding for survey, concept development and design)
- Private Dirt Roads Acquisition (property acquisition only – no paving, upgrades or maintenance)
- Miscellaneous Turning Lane Improvements – (construction)
- Bluffton Parkway – Phase 5A (Flyover) Beautification

**After a brief discussion, the Committee thought that US 278 improvements at Squire Pope Road should be moved up in the rankings to just behind the Coligny projects (after South Forest Beach Drive.)

C. Park Development

- Town Parks Upgrades
 - Wi-Fi at Town Parks – location TBD
 - Chaplin Park – field lightning and soccer field reconditioning
 - Jarvis Creek Park- Tetherball**
- Island Recreation Center Expansion – (construction)

**After a brief discussion, the Committee decided to remove Jarvis Creek Park – Tetherball from the list.

D. Existing Facilities & Infrastructure

- Fire Station #2 Replacement – (construction including temp quarters)
- Town Hall Office Space Reconfiguration – (construction)
- Fire/Rescue Training Center Enhancements – (construction)

E. New Facilities

- USCB Hospitality Management Program Building (funding for activities per approved MOU)
- Coligny Area Improvements – parking improvements, park/playground/performance shell, children’s museum (construction)
- Sewer Project(s) – TBD

F. Beach Maintenance

- Beach Management and Monitoring – (survey, data collection)

VI. ADJOURNMENT

There being no further business, the meeting adjourned at 11:48 a.m.

Respectfully Submitted:

Karen D. Knox
Senior Administrative Assistant

memo

TO: Planning Commission CIP Committee
FROM: Scott Liggett
DATE: January 22, 2016
**SUBJECT: CIP Committee Meeting Jan 28, 2016
Discussion Documents**

In preparation for our January 28, 2016 meeting, please find the attached revised and updated drafts of:

- The FY 2017 Proposed Priority Projects List
- The proposed FY 2017 Capital Improvements Program (CIP) including the out-years.

I have attempted to reflect the discussion points from our October 20, 2015 meeting in these attached documents. (Please note the color coded fields in the spreadsheet)

Additionally, as was requested, staff will be prepared to discuss the recommended priorities for expansion of the pathway network and will provide a TIF funded projects status report. I expect representatives from the Fire/Rescue Division to be present to discuss the Training Center.

Please let me know if there are additional discussion items that may require advanced preparation.

I look forward to our meeting.

Fiscal Year 2017 – Proposed Priority Projects Draft

A. Pathways

- Pathways Accessibility and Safety Enhancement Projects
- Main Street (Whooping Crane Way to Wilborn Road) – (survey and concept development)
- William Hilton Parkway mid-block cross-walk at Shelter Cove (construction)
- US 278 – B (William Hilton Parkway) Shelter Cove/Chaplin to Mathews Drive-north - (design, construction)
- Shelter Cove Lane (William Hilton Parkway to Shelter Cove Park (survey and concept development)
- US 278-B (Gardner Drive to Jarvis Park / Honey Horn) – (concept development, design)
- US 278 (westbound between Gum Tree Road to Squire Pope Road) – (concept development)
- US 278-B (Village at Wexford to Arrow Road) – (design, construction)
- US 278-B (Jarvis Park/Honey Horn to Graves Bridge) – (survey)

B. Roadway Improvements

- Office Park Road Intersection Improvements - (construction)
- Heritage Plaza Road Extension (FY 15 funding for survey, concept development design and land acquisition)
- Extension of Lagoon Road – (construction)
- Reconstruction of Nassau Street – (construction)
- South Forest Beach Drive Improvements – Coligny Circle to Beach Park (Construction)
- William Hilton Parkway/Squire Pope Road Intersection Improvement Project
- Intersection Improvements at Shelter Cove Town Center including pedestrian crosswalks - (FY 16 Funding for survey, concept development and design)
- Private Dirt Roads Acquisition (property acquisition only - no paving, upgrades or maintenance)
- Miscellaneous Turning Lane Improvements - (construction)
- Bluffton Parkway – Phase 5A (Flyover) Beautification

C. Park Development

- Town Parks Upgrades
 - Wi-Fi at Town Parks, locations TBD
 - Chaplin Park - field lighting and soccer field reconditioning
- Island Recreation Center Expansion - (construction)

D. Existing Facilities & Infrastructure

- Fire Station #2 Replacement – (construction including temp quarters)
- Town Hall Remodeling- (construction)
- Fire/Rescue Training Center Enhancements – (construction)

E. New Facilities

- USCB Hospitality Management Program Building (funding for activities per approved MOU)
- Coligny Area Improvements – parking improvements, park/playground/performance shell, children's museum - (construction)
- Sewer Projects – Marshland Road Area, Gum Tree Road Area

F. Beach Maintenance

- Beach Management and Monitoring – (survey, data collection)

CAPITAL IMPROVEMENTS PROGRAM
 FY 2017 FUNDING SUMMARY
 (proposed FY 17)

	FY 17_committee	ACCEL	In Bid or Obligated	SLIDE or CNAP?	NEW	CHANGE					
		THOUSANDS OF DOLLARS									
		FY	IMPACT	PRIOR YEAR	2015 FISCAL	BEACH	SWU	HOSP	TIF	OTHER	
	2017	FEES	FUNDING	YEAR TAXES	FEE	FEE	TAX		FUNDS		
A PATHWAYS			Traffic							Impact Fees, TIF & Taxes	
1	PATHWAY ACCESSIBILITY AND SAFETY ENHANCEMENT PROJECTS	100					100				
TOTAL PATHWAYS		100	0	50	0	0	0	100	0	0	
B ROADWAY IMPROVEMENTS			Traffic								
1	OFFICE PARK ROAD INTERSECTION IMPROVEMENTS	1,600		750					1,325	275 Hargray Grant	
2	HERITAGE PLAZA ROAD EXTENSION	FY 16		2,850							
3	EXTENSION OF LAGOON ROAD	2,500		160					2500		
4	RECONSTRUCTION OF NASSAU STREET	1,100		100					1100		
5	SOUTH FOREST BEACH DRIVE IMPROVEMENTS	650		75					650		
6	WM. HILTON PARKWAY INTERSECTION IMPROVEMENTS AT SQUIRE POPE ROAD-westbound third lane										
7	INTERSECTION IMPROVEMENTS AT SHELTER COVE TOWN CENTER	FY16		125							
8	PRIVATE (DIRT) ROADS ACQUISITION	100		100	100						
9	MISCELLANEOUS TURNING LANE IMPROVEMENTS	225		35				225			
10	POPE AVENUE RESURFACING (FROM BCTC)	1,000								1,000 CTC Funding via IGA	
11	DIRT ROAD PAVING (CDBG PROJECTS)	200								200 CDBG Grant	
12	BLUFFTON PARKWAY- Phase 5A BEAUTIFICATION	1,000						1,000			
TOTAL ROADWAY IMPROVEMENTS		8,375	0	4,195	100	0	0	1,225	5,575	275	
C PARK DEVELOPMENT			Parks							Park Impact Fees, Sunday Liquor Permit Fees, Beach Fees & other funding sources	
1	PARKS UPGRADES	300		recurring						300 Sunday Liquor Permit Fees (\$660k available)	
2	RECREATION CENTER EXPANSION	5,000		5,250					5,000	GO Bond	
TOTAL PARK DEVELOPMENT		5,300	0	5,250	0	0	0	0	0	5,300	

CAPITAL IMPROVEMENTS PROGRAM
 FY 2017 FUNDING SUMMARY
 (proposed FY 17)

	FY	IMPACT	PRIOR YEAR	2015 FISCAL	BEACH	SWU	HOSP	TIF	OTHER	
	2017	FEES	FUNDING	YEAR TAXES	FEE	FEE	TAX		FUNDS	
D EXISTING FACILITIES & INFRASTRUCTURE		Traffic								Hosp.Tax Bond, Lease Acct & other sources
1 FIRE STATION # 2 REPLACEMENT (Sea Pines) (Hospitality Tax)	2,500		150				2500			Hosp. Tax Bond
2 TOWN HALL REMODELING (Hospitality Tax)	50		recurring				50			
TOTAL EXISTING FACILITIES & INFRASTRUCTURE	2,550	0	150	0	0	0	2,550	0	0	
E NEW FACILITIES & INFRASTRUCTURE										Hospitality Tax, TIF
1 USCB HOSPITALITY MANAGEMENT PROGRAM BUILDING	18,900		1,080					18,900		TIF Bond
2 COLIGNY / POPE AVE INITIATIVE AREA IMPROVEMENTS with COMMUNITY PARK	6,850		750					6,850		
3 SEWER PROJECTS	1,265		960						1,265	GO Bond
TOTAL NEW FACILITIES & INFRASTRUCTURE	27,015	0	0	0	0	0	0	25,750	1,265	
F BEACH MAINTENANCE										Beach Fees
1 BEACH MANAGEMENT & MONITORING	500		recurring		500					
TOTAL BEACH MAINTENANCE	500	0	0	0	500	0	0	0	0	
TOTALS (THOUSAND OF DOLLARS)	43,840	0		100	500	0	3,875	31,325	6,840	

CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2017- 2026
(Proposed FY 17)

FY- 17_ committee		ACCEL	In Bid or Obligated	SLIDE or CNAP?	New	Change	TIF
PROJECT		FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022-2026
A PATHWAYS							
1	PATHWAY ACCESSIBILITY AND SAFETY ENHANCEMENT PROJECTS	100	100	100	100	100	500
	TOTAL PATHWAY IMPROVEMENTS	100	100	100	100	100	500
B ROADWAY IMPROVEMENTS							
1	OFFICE PARK ROAD INTERSECTION IMPROVEMENTS						
	a. survey/concept/design	FY15					
	b. legal	FY15					
	c. land acquisition and demolition of building	FY16					
	d. construction	1600					
2	HERITAGE PLAZA ROAD EXTENSION						
	a. survey/concept/design	FY16					
	b. legal	FY16					
	c. land acquisition	FY16					
	d. construction		1500				
3	EXTENSION OF LAGOON ROAD (incl Pope/Lagoon Int. Imps)						
	a. survey/concept/design	FY16					
	b. legal	TBD					
	c. land acquisition	TBD					
	d. construction	2500					
4	RECONSTRUCTION OF NASSAU STREET						
	a. survey/concept/design	FY16					
	b. legal	TBD					
	c. land acquisition	TBD					
	d. construction	1100					
5	SOUTH FOREST BEACH DRIVE IMPROVEMENTS						
	a. survey/concept/design	FY16			100		
	b. legal	FY16			TBD		
	c. land acquisition	FY16			TBD		
	d. construction	650				750	
6	WM. HILTON PARKWAY INTERSECTION IMPROVEMENTS AT SQUIRE POPE ROAD-westbound third lane						
	a. survey/concept/design		100				
	b. legal		25				
	c. land acquisition			TBD			
	d. construction				500		
7	INTERSECTION IMPROVEMENTS AT SHELTER COVE TOWN CENTER (including WHP crosswalks)	FY16		1250			
8	PRIVATE (DIRT) ROADS ACQUISITION	100	TBD	TBD	TBD	TBD	TBD
9	MISCELLANEOUS TURNING LANE IMPROVEMENTS						
	a. EB Wm. Hilton Pkwy @ Queens Folly	150					
	b. WB Wm. Hilton Pkwy @ Beach City Road	75					
10	POPE AVENUE RESURFACING (FROM BCTC)	1,000					
11	DIRT ROAD PAVING (CDBG PROJECTS)						
	a. Blazing Star Lane	FY 16					
	b. Rhiner Drive	200					
	c. Wiley Road		200				
	d. Murray Avenue			200			
	e. Cobia Court				200		
12	BLUFFTON PARKWAY- Phase 5A BEAUTIFICATION	1,000					
13	TRAFFIC SIGNAL MAST ARMS (TIF Funded in District)						
	a. Pembroke Drive / US 278 Replacement		96				
	b. Gum Tree Road / US 278 Replacement			150			
14	POPE AVENUE IMPROVEMENTS						
	a. survey/concept/design		100				
	b. legal		TBD				
	c. land acquisition		TBD				
	d. construction				1,000		
15	ARROW /TARGET ROAD IMPROVEMENT			TBD			
	TOTAL ROADWAY IMPROVEMENTS	8,375	2,021	1,700	1,700	750	0

CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2017- 2026
(Proposed FY 17)

PROJECT	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022-2026
C PARK DEVELOPMENT						
1 PARKS UPGRADES	200	125	300	300	300	1,500
a. Public Art Foundation		25		25		
b. Wi-Fi	TBD	TBD				
c. Chaplin Park - Field Lighting and Soccer Field Reconditioning	100					
f. Crossings Park Soccer Field sod replacement		TBD				
d. Crossings Restroom Building near soccer Field/Meadow		150				
2 RECREATION CENTER EXPANSION						
a. Feasibility Study / Preparation of a Business Plan	complete					
b. masterplan	complete					
c. Design/CEI/Testing	FY 16					
d. construction	5,000					
3 CHAPLIN LINEAR PARK		2,500				6,500
TOTAL PARK DEVELOPMENT	5,300	2,800	300	325	300	8,000
D EXISTING FACILITIES & INFRASTRUCTURE						
1 FIRE STATION # 2 REPLACEMENT (Sea Pines) (Hospitality Tax)						
a. design	FY16					
b. construction (including provision for temporary quarters)	2,500					
2 TOWN HALL REMODELING (Hospitality Tax)	50	50	50			
3 FIRE/RESCUE TRAINING CENTER ENHANCEMENTS			175			
TOTAL EXISTING FACILITIES & INFRASTRUCTURE	2,550	50	225	0	0	0
E NEW FACILITIES & INFRASTRUCTURE						
1 USCB HOSPITALITY MANAGEMENT PROGRAM BUILDING						
a. Land Acquisition and Demolition of Buildings	FY16					
b. Traffic Plan	FY15					
c. Construction of Building	18,900					
2 COLIGNY / POPE AVE INITIATIVE AREA IMPROVEMENTS with COMMUNITY PARK						
a. survey/concept/design	FY16					
b. legal	50					
c. construction - Beach Parking Area Improvements			750	2,100		
d. construction - Central Park	5,800					
e. construction - Children's Museum	1,000					
3 SEWER PROJECTS						
a. Area # 7: Marshland Road	950					
b. Area # 2: Gumtree Road	315					
c. Area # 1 Squire Pope Road		235				
d. Area # 3 Stoney (Wild Horse Road)		350				
e. Area # 8 Jonesville Road			225			
f. Area #4 Fish Haul/Bay Gall			440			
g. Area # 6 Chaplin				90		
TOTAL NEW FACILITIES & INFRASTRUCTURE	27,015	585	1,415	2,190	0	0

CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2017- 2026
(Proposed FY 17)

PROJECT		FY	FY	FY	FY	FY	FY
		2017	2018	2019	2020	2021	2022-2026
F BEACH MAINTENANCE							
1	BEACH MANAGEMENT & MONITORING (Beach Fee)	500	500	500	500	500	2,500
	TOTAL BEACH MAINTENANCE	500	500	500	500	500	2,500
A PATHWAYS		100	100	100	100	100	500
B ROADWAY IMPROVEMENTS		8,375	2,021	1,700	1,700	750	0
C PARK DEVELOPMENT		5,300	2,800	300	325	300	8,000
D EXISTING FACILITIES & INFRASTRUCTURE		2,550	50	225	0	0	0
E NEW FACILITIES & INFRASTRUCTURE		27,015	585	1,415	2,190	0	0
F BEACH MAINTENANCE		500	500	500	500	500	2,500
TOTALS (THOUSAND OF DOLLARS)		43,840	6,056	4,240	4,815	1,650	11,000
21-Jan-15							