



**Town of Hilton Head Island
Planning Commission Meeting
Wednesday, March 2, 2016
9:00a.m. Benjamin M. Racusin Council Chambers
AGENDA**

As a Courtesy to Others Please Turn Off All Cell Phones and Pagers during the Meeting.

- 1. Call to Order**
- 2. Pledge of Allegiance to the Flag**
- 3. Roll Call**
- 4. 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.
- 5. Approval of Agenda**
- 6. Approval of Minutes** Regular Planning Commission Meeting – February 17, 2016
- 7. Appearance by Citizens on Items Unrelated to Today’s Agenda**
- 8. Unfinished Business**
None
- 9. New Business**
Recommendation of Proposed CIP Fiscal Year 2017 Priority Projects to Town Council
Presented by: Scott Liggett
- 10. Commission Business**
- 11. Chairman’s Report**
- 12. Committee Report**
- 13. Staff Reports**
- 14. Adjournment**

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

TOWN OF HILTON HEAD ISLAND
Planning Commission Meeting
Wednesday, February 17, 2016
3:00p.m. – Benjamin M. Racusin Council Chambers

Commissioners Present: Chairman Alex Brown, Vice Chairman Peter Kristian, Lavon Stevens, Bryan Hughes, Caroline McVitty, Barry Taylor and Todd Theodore

Commissioners Absent: Jim Gant (excused)
Judd Carstens (unexcused)

Town Staff Present: Suzanne Brown, Addressing Technician
Jill Foster, Deputy Director of Community Development
Jayme Lopko, Senior Planner & Board Coordinator
Randy Lindstrom, Battalion Chief - Planning
Eileen Wilson, Sr. Administrative Assistant
Teresa Haley, Secretary

- 1. Call to Order**
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- 3. Roll Call**
- 4. 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.
- 5. Approval of Agenda**
Chairman Brown added to the agenda under Commission Business the appointment of the Board's new Secretary. The Planning Commission **approved** the **amended** agenda by general consent.
- 6. Approval of Minutes**
The Planning Commission **approved** the minutes of the February 3, 2016 meeting as presented by general consent.
- 7. Appearance by Citizens on Items Unrelated to Today's Agenda**
None
- 8. Unfinished Business – None**
- 9. New Business**
 - A. **STDV-2186-2015** – Lorena Chavira has applied to name a new vehicular access easement located off of Wild Horse Road that will provide access to five new mobile homes. The proposed name is Falabella Manor.

Suzanne Brown presented the above application. Staff recommends the Planning Commission approve the Falabella Manor vehicular access easement name application based on the review criterion outlined in the Land Management Ordinance and enclosed in the Staff Report.

Chairman Brown asked the Board and the public for comments and there were none.

Mr. Kristian made a motion to **approve** the application as submitted. Mr. Theodore **seconded** the motion. The motion **passed** with a vote of 7-0-0.

- B. **STDV-0075-2016** – Mark Tate has applied to name a new vehicular access easement located off of Bluebell Lane that will provide access to three new homes. The proposed name is Sky View Manor.

Suzanne Brown presented the above application. Staff recommends the Planning Commission approve the Sky View Manor vehicular access easement name application based on the review criterion outlined in the Land Management Ordinance and enclosed in the Staff Report.

Chairman Brown asked the Board and the public for comments and there were none.

Mr. Taylor made a motion to **approve** the application as submitted. Mr. Kristian **seconded** the motion. The motion **passed** with a vote of 7-0-0.

10. **Commission Business** – Appointment of Board Secretary
Mr. Kristian made a motion to **approve** the appointment of Teresa Haley as new Secretary of the Board. Mr. Theodore **seconded** the motion. The motion **passed** with a vote of 7-0-0.
11. **Chairman’s Report** – None
12. **Committee Report** – None
13. **Staff Reports** – None
14. **Adjournment** - The meeting was adjourned at 3:10 p.m.

Submitted By:

Approved By:

Teresa Haley, Secretary

Alex Brown, Chairman

memo

TO: Planning Commission
VIA: Bryan Hughes, Chairman CIP Committee
FROM: Scott Liggett, PE, Director Public Projects & Facilities
DATE: February 19, 2016
SUBJECT: CIP Committee Meeting Report

The Capital Improvements Program (CIP) Committee met on October 20, 2015 and January 28, 2016 to review the proposed Fiscal Year 2017 Capital Improvement Program. The attached documents reflect the recommendations of the Committee.

In general, the program follows through with Fiscal Year (FY) 2017 projects as they were proposed, planned, and scheduled in previous editions of the CIP. The Committee does however; recommend these specific changes to the proposed priority projects:

- **Pathways Accessibility and Safety Enhancement Projects** – add as a new project, number 1 pathway priority.
- **William Hilton Parkway intersection improvements at Squire Pope Road** – increase the priority ranking of this improvement to address the long-standing operational deficiencies at this location.
- **Pope Avenue Resurfacing** – add as a new project
- **Community Development Block Grant (CDBG) Paving** – add as a new program/project.
- **Sewer Project(s)** – 5 year program reflective of Town Council direction.

Finally, and as a summary of our recommendations, you will find a draft of the *Fiscal Year 2017 – Proposed Priority Projects*.

As previously indicated to the Commission, Town Council will conduct their annual budget deliberations in May 2016. I propose and request that this committee’s CIP recommendations be presented to the March 2, 2016 Planning Commission. Anticipating no significant changes, and with the support of Scott Liggett in the presentation, the CIP, once approved, would then go the Town Council for their consideration.

cc: Town Council
Stephen G. Riley, CM, Town Manager
Scott Liggett, Director of Public Projects & Facilities
Susan Simmons, Director of Finance
Charles Cousins, Director of Community Development
Chief Brad Tadlock, Fire & Rescue Department
Jeff Buckalew, Town Engineer
Shawn Colin, Comprehensive Planning Manager

Fiscal Year 2017 – Proposed Priority Projects

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)
- Pope Avenue Resurfacing (construction)
- Dirt Road Paving (Rhiner Drive - 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)

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, Gumtree Road Area

F. Beach Maintenance

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

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-including WHP widening						
	a. survey/concept/design		425				
	b. legal		75				
	c. land acquisition			TBD			
	d. construction				4,000		
7	INTERSECTION IMPROVEMENTS AT SHELTER COVE TOWN CENTER (including WHP crosswalks)	FY16		1250			
8	PRIVATE (DIRT) ROADS ACQUISITION	250	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)	325					
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	7,850	2,396	1,700	5,200	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 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 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		7,850	2,396	1,700	5,200	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)		43,315	6,431	4,240	8,315	1,650	11,000
21-Jan-15							