



**The Town of Hilton Head Island
Regular Public Facilities Committee Meeting**

**Monday, August 22, 2016
10:00 a.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. 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:
 - July 18, 2016
- 4. Unfinished Business**
- 5. New Business**
 - Heritage Plaza Land Swap
 - Beaufort County Library Strategic Planning Process
 - Sewer System Expansion Program Update
- 6. Adjournment**

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

TOWN OF HILTON HEAD ISLAND PUBLIC FACILITIES COMMITTEE

Date: July 18, 2016

Time: 1:30 P.M.

Members Present: David Ames, Kim Likins, Bill Harkins

Members Absent: Tom Lennox

Staff Present: Scott Liggett, Charles Cousins, Jeff Buckalew, Shawn Colin, Jennifer Ray, Shea Farrar

Others Present:

Media Present: Teresa Moss, *Island Packet*

1. Call to Order:

The meeting was called to order at 1:30 p.m.

2. FOIA 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: Mrs. Likins moved to approve the Minutes of June 27, 2016. Chairman Ames seconded. The Minutes of June 27, 2016 were unanimously approved.

4. Unfinished Business:

None

5. New Business

• **Coligny Redevelopment Project – Sandbox Lease Agreement**

Staff recommends the Public Facilities Committee recommend Town Council enter into a Lease Agreement with the Sandbox Children's Museum regarding the operation of a children's museum in the Town of Hilton Head Island.

The Town desires to include a building for use by the Sandbox Children's Museum in the public park/open space improvements on the Town owned land in the Coligny area for the purpose of operating a children's museum to serve residents and visitors. The Town is building a shell building as part of upcoming park construction. A Lease Agreement has been drafted that outlines the ownership, operations, and maintenance of that building.

Mrs. Likins asked for clarification on the permitted use as it states the use is to include all normal daily operations of the Sandbox Children's Museum. My only concern is does that put any type of constraint on them being able to use the facility in any one off type of situation, e.g., if they might want to have a fundraiser. Would that still be allowed? Jennifer Ray, Urban Designer stated it was not the intent to preclude those type of events so before this comes to full Town Council in August, I will work with Mitch Thoreson,

Esquire who drafted the Lease Agreement and make sure that language does not need to be changed to allow for those special events.

Mr. Harkins asked if there is a requirement the Sandbox maintain a certain level of insurance. Jennifer Ray said there was not in the document that came to you, but we have talked with Mitch Thoreson and have added that. It will be in your Town Council Agenda Package. It talks about required property insurance as well as required liability insurance and includes limits, the form of policy and indemnification and holding the Town harmless.

Mr. Harkins asked in terms of the requirement to maintain the facility in good order, on an administrative level what is the tie in for accountability with the Town. Who in the Town or what department will have that responsibility? Jennifer Ray answered typically that falls to Facilities Management, but ultimately the Town Manager would have the authority over that. If something is identified as needing attention and not getting it I believe they would be the first line of defense.

Mr. Harkins moved the Public Facilities Committee recommend Town Council enter into a Lease Agreement with the Sandbox Children's Museum regarding the operation of a children's museum in the Town of Hilton Head Island. Mrs. Likins seconded. The motion unanimously passed.

- **Coligny Redevelopment Project – Sandbox MOU**

Staff recommends the Public Facilities Committee recommend Town Council enter into a Memorandum of Understanding (MOU) with the Sandbox children's Museum regarding the operation of a children's museum in the Town of Hilton Head Island.

The Town desires to include a building for use by the Sandbox Children's Museum in the public park/open space improvements on the Town owned land in the Coligny area for the purpose of operating a children's museum to serve residents and visitors. An MOU has been drafted that outlines the responsibilities of the Town as well as those of the Sandbox as design moves into construction.

Mr. Harkins moved the Public Facilities Committee recommend Town Council enter into a Memorandum of Understanding (MOU) with the Sandbox children's Museum regarding the operation of a children's museum in the Town of Hilton Head Island. Mrs. Likins seconded. The motion unanimously passed.

- **Dillon Road Sewer Project Easement Request**

Staff recommends the Public Facilities Committee make a recommendation to Town Council to authorize the conveyance of permanent easement rights to Hilton Head Island Public Service District (HHPSD) for a linear easement across Town property associated with the Dillon Road Sewer Project as shown on Attachments "A" and "B" in the Agenda Packet.

The Dillon Road Sewer Project will expand the availability of sewer service in an unserved area. There is the need to cross a Town owned property along Dillon Road to connect this new infrastructure to an existing sewer pump station off of Summit Drive. HHPSD has

requested that the Town grant the conveyance of permanent easement rights for access to the property and for the installation and maintenance of sewer infrastructure.

Mr. Harkins moved the Public Facilities Committee recommend Town Council authorize the conveyance of permanent easement rights to Hilton Head Island Public Service District (HHPSD) for a linear easement across Town property associated with the Dillon Road Sewer Project as shown on Attachments "A" and "B" in the Agenda Packet. Mrs. Likins seconded. The motion unanimously passed.

6. **Adjournment**

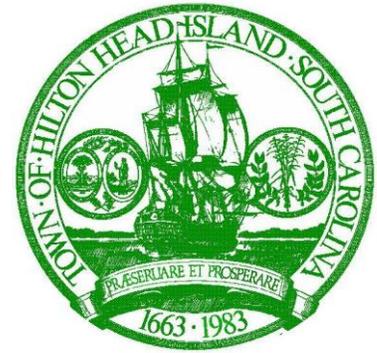
Mr. Harkins moved to adjourn. Mrs. Likins seconded. The meeting was adjourned at 1:40 p.m.

Respectfully Submitted,

Karen D. Knox
Senior Administrative Assistant

DRAFT

Memo



To: Public Facilities Committee
Via: Stephen G. Riley, Town Manager
Scott Liggett, Dir. of PP&F / Chief Engineer
From: Jennifer B. Ray, Urban Designer
Subject: Heritage Plaza land swap
Date: August 10, 2016

Recommendation: Staff recommends that the Public Facilities Committee recommend that Town Council approve a land swap with Southeastern Properties as part of the redevelopment of Heritage Plaza to facilitate relocating the pedestrian pathway away from the Pope Avenue lanes of travel.

Summary: Staff endorses a public/private partnership in conjunction with Southeastern Properties through a land swap that will result in a more walkable environment in front of Heritage Plaza, reduce curb cuts on Pope Avenue, and move the property closer to the development concept envisioned during the LMO re-write process, the Circle to Circle Committee, and the Town's Master Plan for the Coligny District Redevelopment.

Background: The Town's Master Plan for the Coligny District Redevelopment proposed creating a walkable pedestrian corridor where pathway users feel safe by relocating existing sidewalks away from the edge of pavement and adding greenspace/landscaping between the pathways and lanes of travel. This concept has also been encouraged by the Circle to Circle Committee.

Southeastern Properties, owners of Heritage Plaza, have been working on plans to redevelop their property including the addition of a hotel as well as numerous functional and aesthetic improvements. Staff approached Southeastern Properties with the idea of relocating the existing pathway in front of their pathway in conjunction with their larger redevelopment plans.

Because of the location of the existing parking lot between the buildings and roadway at Heritage Plaza there isn't space to create the desired separation of pathway and roadway in this area. Southeastern Properties has been working with their consultants on a new plan

that would allow the pathway to be separated from the travel lanes and add landscaping between the street and the pathway. This would require the relocation of +/- 15 parking spaces.

In order to keep their parking whole to support existing businesses, Southeastern Properties is proposing a land swap with the Town. The Town owns +/- 0.46 acres adjacent to Heritage Plaza. Southeastern Properties proposes to swap +/- 0.16 acres across the front of their property for +/- 0.41 acres of the Town's adjacent property. This would result in a net increase in acreage of +/- 0.25 acres to Southeastern Properties allowing them to replace +/- 15 spaces that are currently located between the existing buildings and Pope Avenue. In addition to the swap, Southeastern Properties will demolish the existing pathway and install a new +/- 10' wide concrete sidewalk separated from the travel lanes by a +/- 8' wide landscape strip adjacent to the curb. Additionally landscaping would be provided between the pathway and the development. All landscaping will be maintained by Southeastern Properties through a maintenance easement/agreement.

The proposed landscape treatment is consistent with that proposed for the Town park across Pope Avenue as well as the median and will establish a pattern of landscape and pedestrian development through the corridor toward Coligny Circle that is consistent with the Design Guide.



**TOHHI
Vacant Parcel
+/- 0.46 acres**

**Heritage Plaza -
Southeastern Properties**

**Town of Hilton Head Island -
Coligny Park**

Town of Hilton Head Island
Heritage Plaza Land Swap





LEGEND

- (A) COLIGNY DISTRICT GATEWAY**
 - NEW ENTRY MONUMENTATION
 - ACCENT PAVEMENT
 - NEW LANDSCAPING
 - START OF DISTRICT STREETScape
- (B) NASSAU STREET IMPROVEMENTS**
 - ELIMINATES TIGHT CURVES
 - SCDOT ROAD STANDARDS
 - ENHANCED STREETScape WITH ± 21 ON-STREET PARKING SPACES AND SIDEWALK
- (C) POPE AVENUE IMPROVEMENTS**
 - ENHANCED STREETScape
 - DEDICATED RIGHT TURN LANE INTO BEACH PARKING LOT AND LEFT TURN LANES ONTO LAGOON RD (NORTH) AND LAGOON RD EXTENSION
- (D) LAGOON ROAD EXTENDED/POPE AVENUE INTERSECTION IMPROVEMENTS**
 - SIGNALIZED INTERSECTION WITH PEDESTRIAN CROSSINGS AND ACTIVATORS
 - CREATES ALTERNATE TRAFFIC ROUTE - TYING POPE AVE TO TANGLEWOOD
 - PROVIDES ± 69 NEW ON-STREET PARKING SPACES
- (E) MULTI-MODAL DROP-OFF / PICKUP**
- (F) NEW COLIGNY PARK**
 - CENTRAL OPEN SPACE FOR PASSIVE & EVENT USE
 - OPEN SPACE COULD PROVIDE SEASONAL OVERFLOW PARKING, ± 125 SPACES
 - VISUALLY CONNECTED TO POPE AVENUE
 - TIES TO PERIMETER TRAIL NETWORK
 - ARBOR SWINGS AND AMPLE LANDSCAPING
- (G) BANDSHELL / PAVILION**
- (H) RESTROOM / INFORMATION CENTER / MULTI-MODAL SHELTER WITH DROP-OFF**
- (I) CHILDREN'S MUSEUM (± 3,500 SF)**
 - LIGHTHOUSE ENTRY
 - SCREENED PORCH (± 1,500 SF)
 - FENCED OUTDOOR PLAY AREA WITH SHADE
 - ADJACENT TO ± 35 SPACE PARKING LOT
- (J) ADVENTURE (DESTINATION) PLAYGROUND**
 - CAPTAIN WILLIAM HILTON SHIP PLAY STRUCTURE
 - SEPARATE SMALL CHILD PLAY AREA WITH TREEHOUSE THEME
 - WATER AND SAND EXPLORATION AREA
 - LOWCOUNTRY AND NATURE THEMED
 - LAGOON OVERLOOKS, INCLUDING PIER
 - AMPLE SEATING AREAS FOR ALL AGES
 - FENCED ENCLOSURE
- (K) ENHANCED LAGOON**
 - SURROUNDS PLAY AREAS TO CREATE "ISLAND"
 - EXERCISE STATIONS ALONG TRAIL SYSTEM
 - PERIMETER TRAIL SYSTEM WITH AQUATIC AND ENVIRONMENTAL EXPERIENCES
- (L) IMPROVED TOWN BEACH PARKING LOT**
 - STANDARDIZE SPACE WIDTHS TO COMPLY WITH L.M.O. AND IMPROVE CIRCULATION
 - COLLECT PEDESTRIANS AND DIRECT TO NEW SIGNALIZED SOUTH FOREST BEACH OR POPE AVENUE CROSSINGS
 - NEW PEDESTRIAN REFUGES AT LAGOON ROAD AND SOUTH FOREST BEACH INTERSECTIONS
 - PROVIDES ± 428 SPACES
 - ALIGNS SOUTH FOREST BEACH INGRESS / EGRESS WITH BEACH HOUSE RESORT ENTRY
- (M) SOUTH FOREST BEACH IMPROVEMENTS**
 - SIGNALIZED INTERSECTION AT BEACH HOUSE RESORT / TOWN'S BEACH LOT WITH PEDESTRIAN CROSSINGS AND ACTIVATORS
 - PEDESTRIAN REFUGE AREAS ON EACH SIDE OF SIGNALIZED INTERSECTION
 - NEW LEISURE TRAIL ON EAST SIDE OF SOUTH FOREST BEACH DRIVE
- (N) POTENTIAL TOWN SERVICES PARCEL**

TOTAL PERMANENT PARKING SPACES ± 553
 TEMPORARY GRASS PARKING SPACES ± 125
 TOTAL POTENTIAL SURFACE PARKING: ± 678

ARCHITECTURE BY:
WATSON TATE SAVORY
Architecture Interiors Planning
 ENGINEERING BY:
THOMAS & HUTTON ENGINEERING CO.



COLIGNY DISTRICT REDEVELOPMENT
 DRAFT CONCEPTUAL MASTER PLAN

PREPARED FOR:
TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA
 OCTOBER 1, 2014



PLANNING AND LANDSCAPE ARCHITECTURE BY:
Wood Partners Inc. WPI
 Landscape Architects
 Land Planners



PARKING SUMMARY:

	MIN.	MAX.	PROPOSED
HOTEL PARCEL: (± 115 ROOMS)	77	81	115*
COMMERCIAL PARCELS:			
EXISTING BUILDING 'A': (± 5,000 SF)	29	34	33
EXISTING BUILDING 'B': (± 6,000 SF)	31	36	34
EXISTING BUILDING 'C': (± 3,800 SF)	24	29	35
NEW BUILDING: (± 2,400 SF)	10	11	15
TOTAL:	171	191	232*

*INCLUDES 27 ONSITE SHARED PARKING SPACES.

SHARED PARKING EASEMENT

LAND PARCEL SUMMARY:

PARKING SPACES WITHOUT TOWN LAND: ± 205*

PARKING SPACES WITH TOWN LAND: 232*

LAND TRANSFERRED TO TOWN: ± 7,000 SF

LAND TRANSFERRED FROM TOWN: ± 10,990 SF

- NOTES:**
1. TOWN PARCEL SIZE ± 19,990 SF
 2. IMPROVEMENTS REQUIRE REMOVAL OF ONE EXISTING CURB CUT ON POPE AVENUE, REALIGNMENT OF EXISTING PATHWAY TO CREATE ± 8' LANDSCAPE STRIP AT CURB, AND DEMOLITION OF EXISTING 1,900 SF BUILDING TO ALIGN ACCESS DRIVEWAY WITH NASSAU STREET.



BEFORE



AFTER

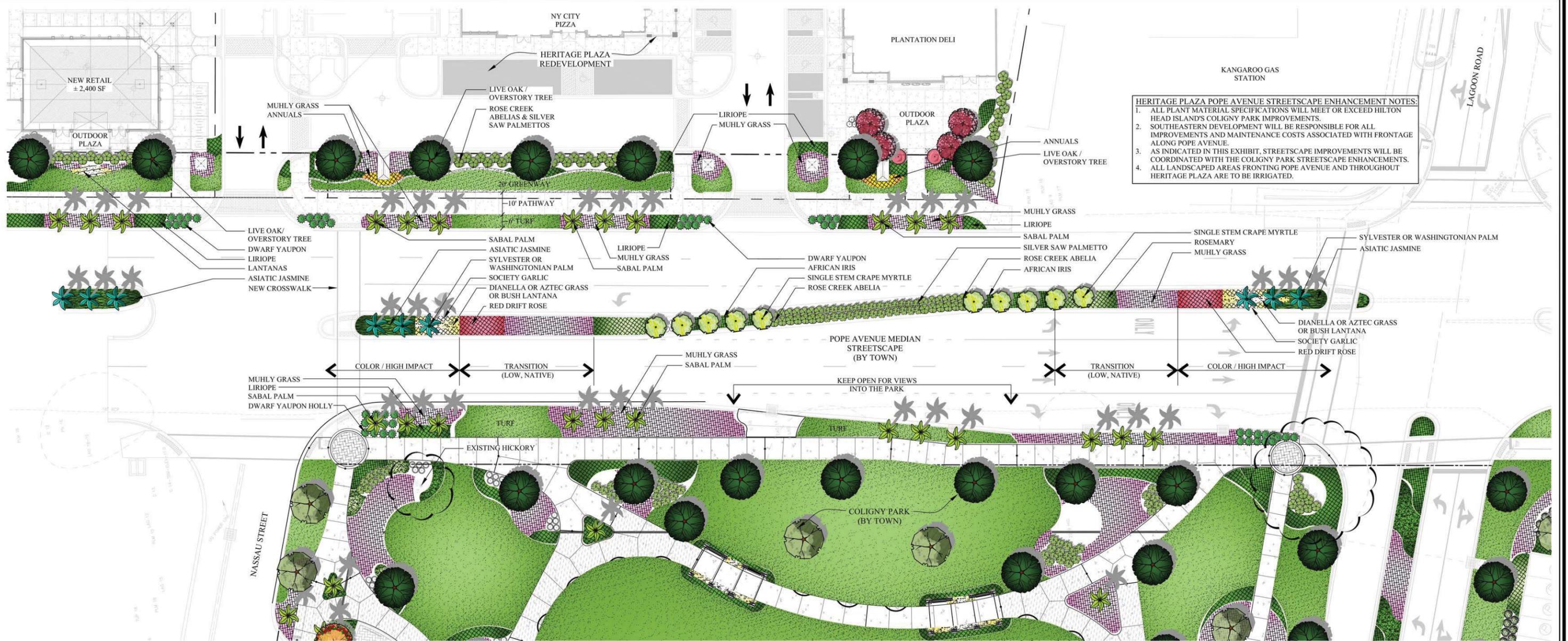


Prepared For:
**SOUTHEASTERN DEVELOPMENT
 ASSOCIATES**
 AUGUSTA, GA

HERITAGE PLAZA
POPE AVENUE STREETSCAPE ENHANCEMENT
 Hilton Head Island, South Carolina
 December 23, 2015

Prepared By:

Wood Partners Inc. WPI
 Landscape Architects
 Land Planners



TREES AND PALMS



SABAL PALM
(16' TO 18' TALL,
MATCHED SPECIMEN)



SINGLE STEM CRAPE MYRTLE
(10' TO 12' TALL)



LIVE OAK
(12' TO 14' TALL)



WASHINGTON PALM
(14' TALL, MATCHED
SPECIMEN)

SHRUBS AND GROUNDCOVERS



ASIATIC JASMINE



ROSE CREEK ABELIA



DIANELLA



SOCIETY GARLIC



MUHLY GRASS



BUSH LANTANA



LIRIOPE



DWARF YAUPON HOLLY



AFRICAN IRIS



ROSEMARY

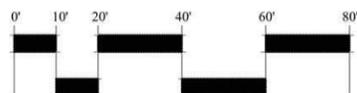


SILVER SAW PALMETTO



RED DRIFT ROSE

POPE AVENUE STREETSCAPE
PLANTING CONCEPT AUGUST 10, 2016



SCALE: 1" = 20'-0"



SURVEY INFORMATION COMPILED FROM AS-BUILT SURVEY BY SEA ISLAND LAND SURVEY, LLC. FILE 1-2545.dwg, DATED NOVEMBER 11, 2015.
PLAN IS SUBJECT TO CHANGE.

Memo



To: Public Facilities Committee

From: Scott Liggett, PE, Dir. of Public Projects and Facilities

Subject: Beaufort County Library Strategic Planning Process – Request for Input

Date: August 11, 2016

We have been advised that the Library is currently in a year-long planning process of developing a new three-year strategic plan for 2017-2019. They have just concluded a county-wide survey and the month of August is dedicated to conducting approximately 20 focus group sessions.

They believe it is important to hear from elected officials throughout the county and request feedback/thoughts/ideas about the library's future direction and how it relates to the needs of different jurisdictions and parts of our diverse county. The attached questions have been provided by representatives of the Library to facilitate discussion.

Library Strategic Planning Focus Group Questions:

1. If Beaufort County had no public libraries and you were going to create a public library system here and now and for the future, what would be some of the most important things you would like to see/incorporate/implement etc.? (top 3-5)
2. What role do you think the library plays in the community?
3. What might the library do to better serve your (or your jurisdiction's) needs and encourage you (or others) to use the library more?
4. What will you (or your jurisdiction) need from the library in the next 5 years?
5. Are there aspects of the Beaufort County libraries that you feel are:
Outdated?
Innovative?
Core/Essential?
Unnecessary?
Poor Use of Funds?
Amazing?
6. Is there anything else you'd like to share or suggestions you have about the library to help the trustees & staff plan for the future of the library service in Beaufort County?

Back-up Question:

- Are there aspects of other libraries you have used that you wish Beaufort County libraries had? What are they?

Memo



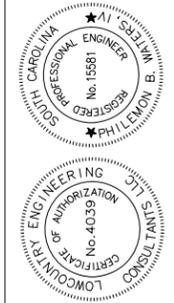
To: Public Facilities Committee

From: Scott Liggett, PE, Dir. of Public Projects and Facilities

Subject: Hilton Head Public Service District – Sewer System Expansion Program Update

Date: August 15, 2016

The attached documents pertain to the above reference agenda item. Representatives of the PSD will be in attendance to make a presentation.

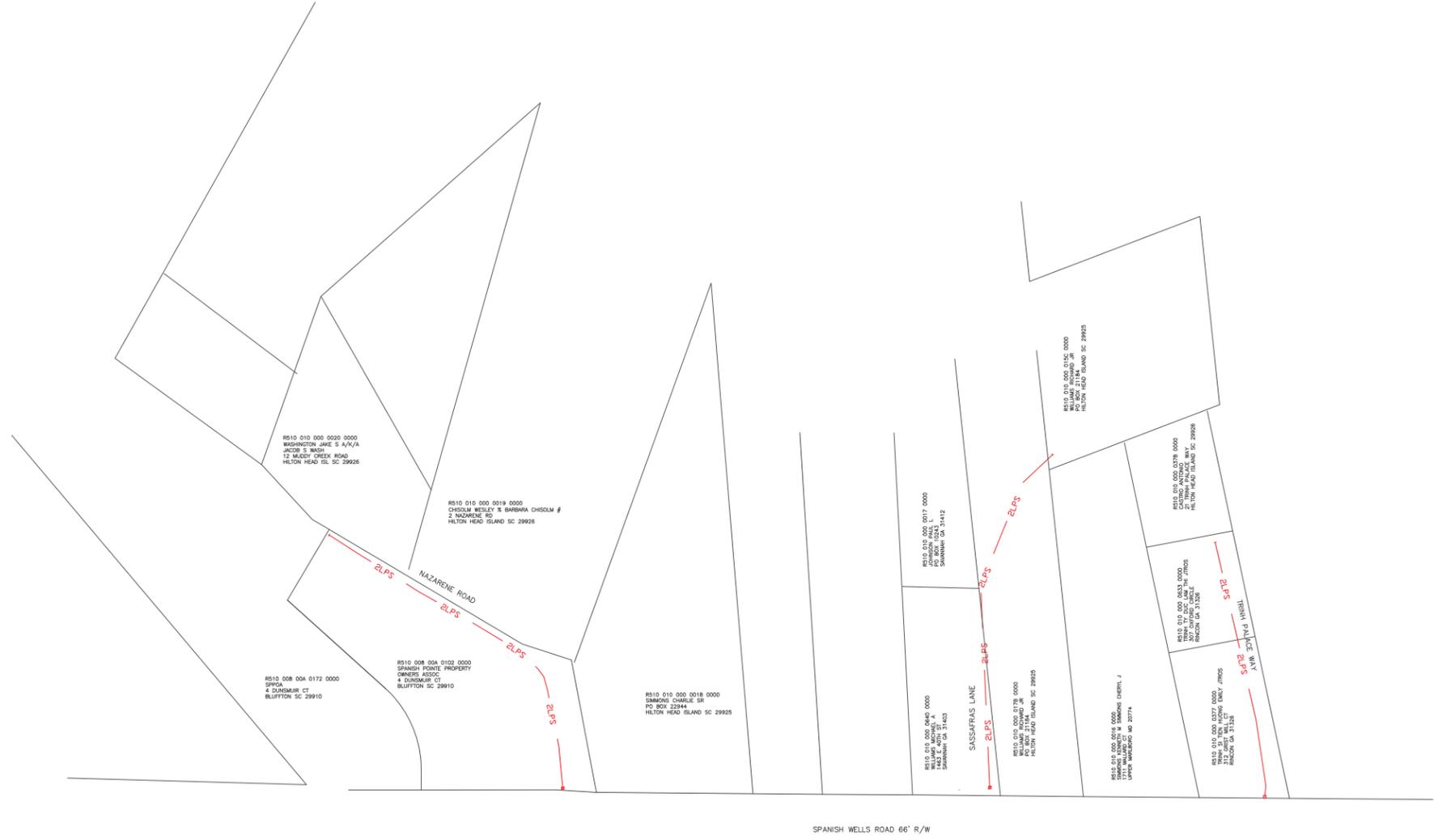


SEWER LAYOUT

**HILTON HEAD PUBLIC SERVICE DISTRICT
SPANISH WELLS
SEWER AND PUMP STATION # 1
BEAUFORT COUNTY, SOUTH CAROLINA**

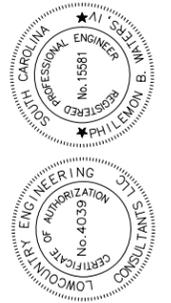
DATE:	DECEMBER 2015
DESIGNED:	P.B.W.
DRAWN:	K.A.B.
CHECKED:	P.B.W.

SHEET NO. **1**



SPANISH WELLS ROAD 66' R/W

SEWER LAYOUT
SCALE: N.T.S.

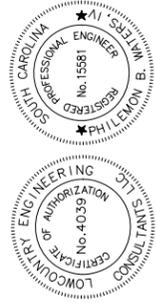
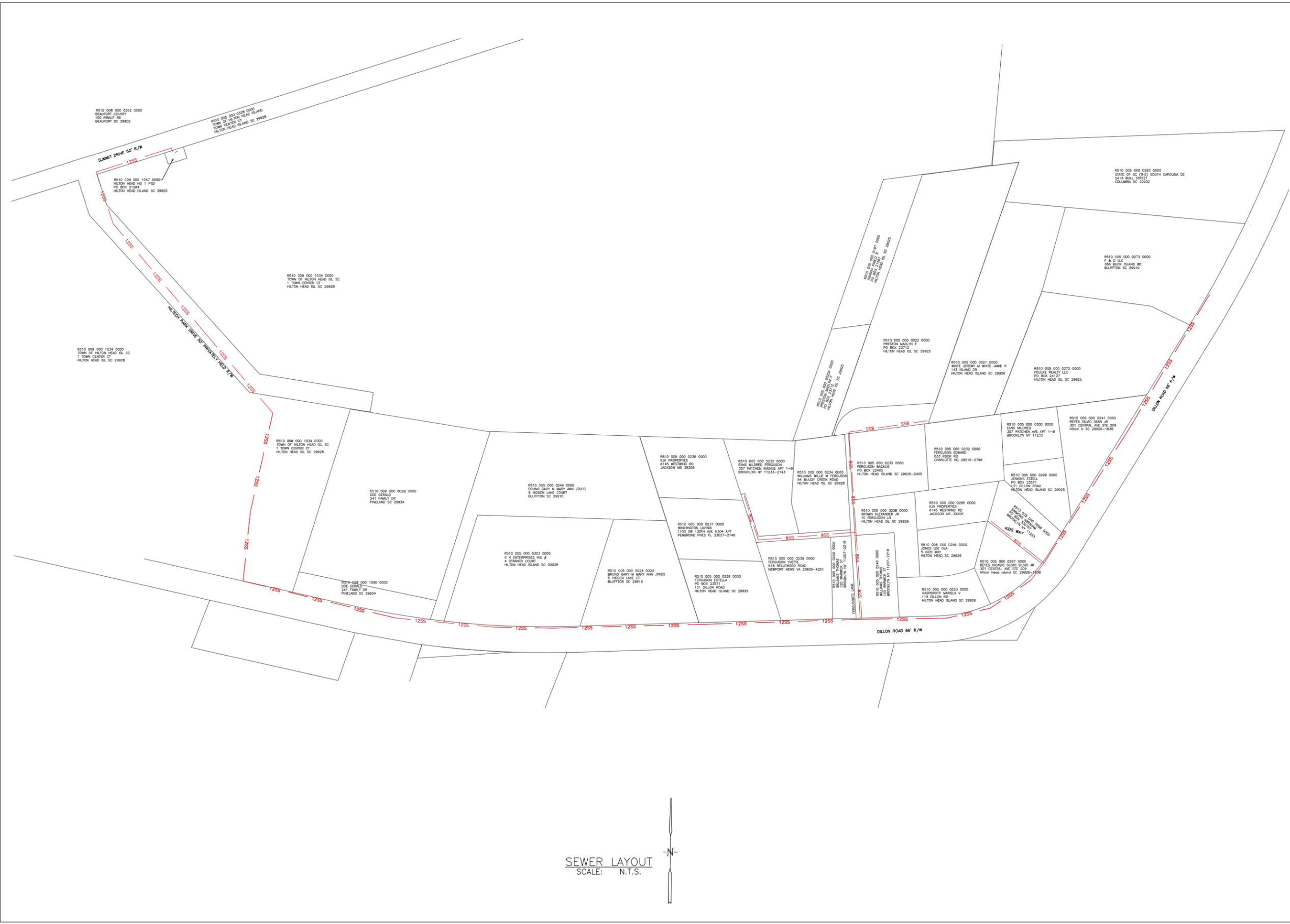


SEWER LAYOUT

HILTON HEAD PUBLIC SERVICE DISTRICT
SPANISH WELLS
SEWER AND PUMP STATION # 1
BEAUFORT COUNTY, SOUTH CAROLINA

DATE:	DECEMBER 2015
DESIGNED:	P.B.W.
DRAWN:	K.A.B.
CHECKED:	P.B.W.

SHEET NO. **2**

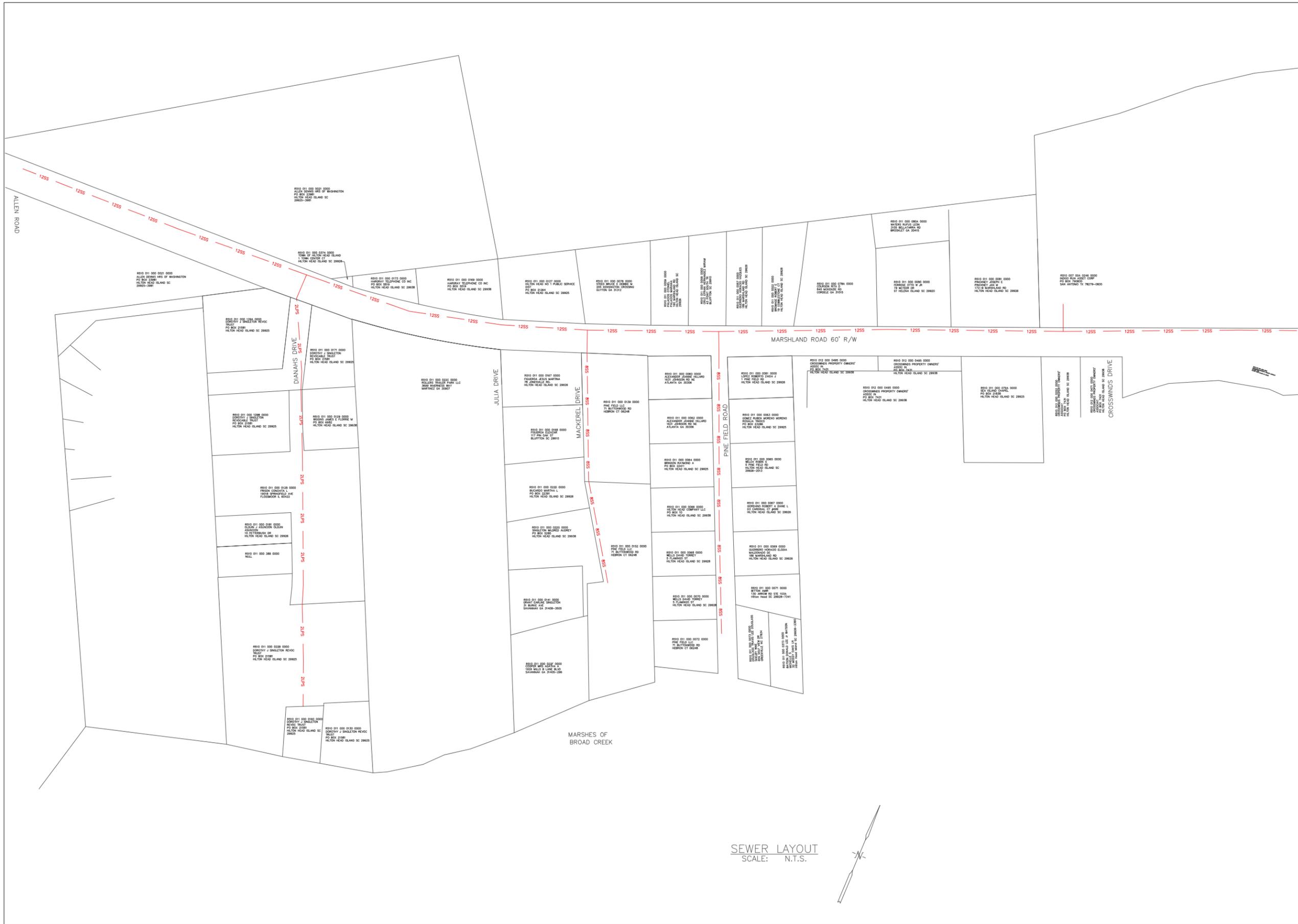


SEWER LAYOUT

HILTON HEAD PUBLIC SERVICE DISTRICT
DILLON ROAD SEWER
BEAUFORT COUNTY, SOUTH CAROLINA

DATE:	JANUARY 2016
DESIGNED:	P.B.W.
DRAWN:	K.A.B.
CHECKED:	P.B.W.

SHEET NO. **1**



SEWER LAYOUT
SCALE: N.T.S.



SEWER LAYOUT

HILTON HEAD PUBLIC SERVICE DISTRICT
MID MARSHLAND PUMP STATION
AND SEWER
BEAUFORT COUNTY, SOUTH CAROLINA

DATE:	JANUARY 2016
DESIGNED:	P.B.W.
DRAWN:	K.A.B.
CHECKED:	P.B.W.

SHEET NO. 1

