



The Town of Hilton Head Island Planning Commission CIP Committee Meeting

REVISED
Wednesday, March 7, 2018

10:00 a.m.
Conference Room 3

Note Day is
Wednesday,
not Tuesday

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 March 17, 2017 and April 3, 2017
- 4. Unfinished Business**
- 5. New Business**
 - Capital Improvement Program – Fiscal Year 2018 Update/Fiscal Year 2019 Proposal
- 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 March 14, 2017

Regular Meeting

Members Present: Bryan Hughes, *Chairman*, Barry Taylor, Peter Kristian
Members Absent: Lavon Stevens
Staff Present: Scott Liggett, Charles Cousins, Jeff Buckalew, James Cook
Others Present: Frank Babel
Media Present: The Island Packet

I. CALL TO ORDER

The meeting was called to order at 1:00 p.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

IV. UNFINISHED BUSINESS

V. NEW BUSINESS

- **Capital Improvement Program – Fiscal Year 2017 Update**

A. Pathways

- Pathways Accessibility and Safety Enhancement Projects
- Main Street (Whooping Crane Way to Wilborn Road) – (survey and concept development)
- 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)
- Extension of Lagoon Road – (construction)

- Reconstruction of Nassau Street – (construction)
- South Forest Beach Drive Improvements – Coligny Circle to Beach Park (construction)
- William Hilton Parkway Improvements Jenkins Island to Squire Pope Road
- 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)
- Dirt Road Paving (CDBG) – Cobia Court
- Dirt Road Paving (RUF) – Alfred Lane

C. Park Development

- Town Parks Upgrades
 - Cordillo Courts Tennis

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 Expansion Projects – Squire Pope Area, Stoney Area
- Fire Hydrant Expansion Projects

F. Beach Maintenance

- Beach Management and Monitoring – (survey, data collection)
- Dune Fencing/Planting
- South Beach Lane/Beach Lagoon Renourishment

The Committee will meet again to put their final stamp of approval on the Proposed Priority Projects for Fiscal 2018 before it is sent to the Planning Commission for their review.

VI. ADJOURNMENT

There being no further business, the meeting adjourned at 3:36 p.m.

Respectfully Submitted:

Karen D. Knox
Senior Administrative Assistant

DRAFT

TOWN OF HILTON HEAD ISLAND
Planning Commission – CIP Committee

Minutes of the April 3, 2017

Regular Meeting

Members Present: Bryan Hughes, *Chairman*, Barry Taylor, Peter Kristian, Lavon Stevens
Members Absent: None
Staff Present: Scott Liggett, Jeff Buckalew, James Cook
Others Present: Frank Babel
Media Present: Yes

I. CALL TO ORDER

The meeting was called to order at 1:30 p.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 January 28, 2016. There being no changes, the Minutes were unanimously approved.

IV. UNFINISHED BUSINESS

V. NEW BUSINESS

• **Review of FY2018 Priority Projects**

Scott Liggett proceeded to review the list of Priority Projects with the revisions the Committee made at the March 14, 2017 meeting. The list is as follows:

A. Pathways

- US 278 – B (William Hilton Parkway) Shelter Cove Plaza to Beaufort County Sheriff's Office, (design, construction)
- Pathways Accessibility and Safety Enhancement Projects
- Main Street (Whooping Crane Way to Wilborn Road) – survey and concept development)
- US 278 – B (William Hilton Parkway) Shelter Cove Lane to Mathews Drive-north – (design, construction)
- Shelter Cove Lane (William Hilton Parkway to Shelter Cove Park (survey and concept development)

B. Roadway Improvements

- Office Park Road Intersection Improvements - (construction)
- Extension of Lagoon Road – (construction)

- Reconstruction of Nassau Street – (construction)
- South Forest Beach Drive Improvements – Coligny Circle to Beach Park (construction)
- William Hilton Parkway Improvements Jenkins Island to Squire Pope Road
- Intersection Improvements at Shelter Cove Lane/Police Station including traffic lights and pedestrian crosswalks - (FY 16 Funding for survey, concept development and design.) This will complement/support the top priority pathway listed above.
- Dirt Road Paving (CDBG) – Cobia Court
- Dirt Road Paving (RUF) – Alfred Lane and Aiken Place

C. Park Development

- Town Parks Upgrades

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 Expansion Projects – Squire Pope Area, Stoney Area
- Fire Hydrant Expansion Projects

F. Beach Maintenance

- Beach Management and Monitoring – (survey, data collection)
- Dune Fencing/Planting
- South Beach Lane/Beach Lagoon Renourishment

VI. ADJOURNMENT

There being no further business, the meeting adjourned.

Respectfully Submitted:

Karen D. Knox
Senior Administrative Assistant

memo

TO: Planning Commission CIP Committee
FROM: Scott Liggett
DATE: March 2, 2018
SUBJECT: Capital Improvements Program (CIP) Committee Meeting March 7, 2018 Discussion Documents

In preparation for our March 7, 2018 meeting, please find the attached documents:

- The fiscal year (FY) 2018 Planning Commission endorsed Priority Projects List as recommended to Town Council for the consideration of funding.
- The Capital Improvements Program excerpt from the approved FY 18 Consolidated Municipal Budget (projects for which Town Council provided funding and in what amounts).

As you will note from the first column of the budget excerpt page 145 (high-lighted in purple) in prior years, more than \$80 million has been appropriated across all project categories. Many key prior years' projects endorsed by the Planning Commission and Town Council have funding, are active and are moving towards completion. They include: Office Park Road/New Orleans Road/Pope Avenue Intersection Improvements, Coligny Area Initiative (roadways, pathways, destination park, and Sandbox Children's Museum), Recreation Center Expansion, USCB Hospitality Management Program Building, Hilton Head Public Service District Sewer Expansion Project.

The disaster related demands for Staff time have lessened somewhat, though the financial implications persist. In order to best facilitate the CIP Committee recommendations for FY 19, I will be prepared to provide a status report of the FY 18 projects at our March 7 meeting. I will use the attached documents as reference material during our discussions.

Fiscal Year 2018 – Proposed Priority Projects

As recommended by Planning Commission

4-19-17

A. Pathways

- US 278 – B (William Hilton Parkway) Shelter Cove Plaza to Beaufort County Sheriff's Office. (design, construction)
- Pathways Accessibility and Safety Enhancement Projects
- Main Street (Whooping Crane Way to Wilborn Road) – (survey and concept development)
- US 278 – B (William Hilton Parkway) Shelter Cove Lane to Mathews Drive-north - (design, construction)
- Shelter Cove Lane (William Hilton Parkway to Shelter Cove Park (survey and concept development)

B. Roadway Improvements

- Office Park Road Intersection Improvements - (construction)
- Extension of Lagoon Road – (construction)
- Reconstruction of Nassau Street – (construction)
- South Forest Beach Drive Improvements – Coligny Circle to Beach Park (construction)
- William Hilton Parkway Improvements Jenkins Island to Squire Pope Road
- Intersection Improvements at Shelter Cove Town Center including pedestrian crosswalks - (FY 16 Funding for survey, concept development and design)
- Dirt Road Paving (CDBG) – Cobia Court
- Dirt Road Paving (RUF) – Alfred Lane and Aiken Place

C. Park Development

- Town Parks Upgrades

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 Expansion Projects – Squire Pope Area, Stoney Area
- Fire Hydrant Expansion Projects

F. Beach Maintenance

- Beach Management and Monitoring – (survey, data collection)
- Dune Fencing/Planting
- South Beach Lane/Beach Lagoon Renourishment

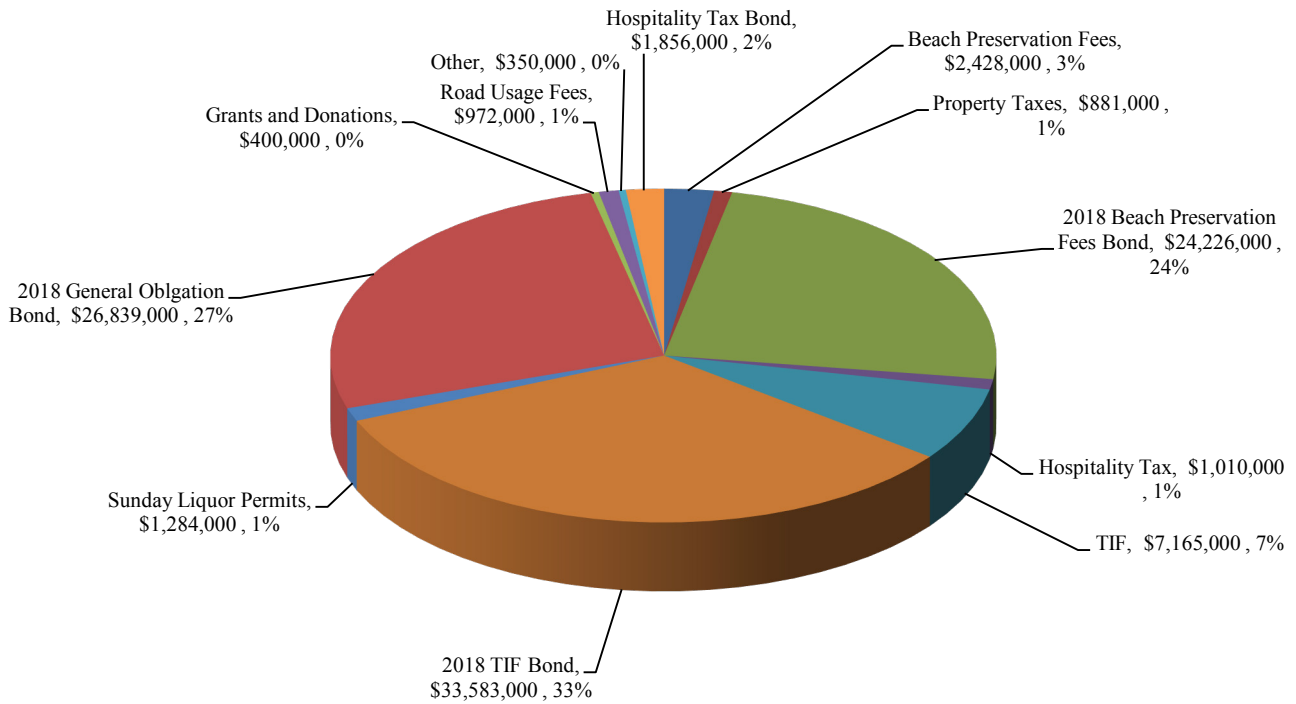
Capital Improvement Plan (CIP) Revenues and Other Sources

Previously, Town Council directed that we “minimize reliance on property tax while expanding alternative revenue sources.” The CIP continues to be an excellent example of that approach. It consistently reduces reliance on ad valorem property taxes and shares the costs of infrastructure requirements with the beneficiaries. The CIP incorporates many different funding sources; a brief description of some of those sources is provided below.

1. **Impact Fees** are assessed against new developments to finance capital improvements necessary to support the growth in population.
 - a. **Traffic Impact Fees** are derived from development and applied to roads, pathways and additional traffic signals. Pathways may only be funded up to fifty percent with Traffic Impact Fees.
 - b. **Parks Impact Fees** were enacted Countywide to provide funding for emerging park needs.
2. **Fund Balance** which is un-obligated and obligated monies that are rolled over from previously approved, but incomplete, projects.
3. **New Fiscal Year Taxes** are ad valorem property taxes collected during the next fiscal year. The amount dedicated to the CIP is .84 mils and will generate approximately \$878,231.
4. **Sunday Liquor Sales Permit Fees** that are derived from the sale of permits to sell alcohol on Sunday. These fees are rebates from the State and prior year revenues will provide approximately \$340,000.
5. **Beach Preservation Fees** are derived from an additional two percent (2%) Local Accommodations Tax levied by Town Council. This source generates approximately \$5.5 million in revenue annually. These funds are dedicated to beach re-nourishment and related monitoring, dune refurbishment, maintenance and operations, and new beach parks and beach access facilities.
6. **Hospitality Tax** which is a two percent (2%) tax on the sale of prepared meals and beverages, sold in establishments with or without licenses and for on premise consumption of alcoholic beverages, beer or wine. This source generates approximately \$5.6 million in revenue annually.
7. **Tax Increment Financing (TIF)** in which funds derive from increased assessed value above the baseline assessment when the TIF District was established. These funds may be used for public projects within the District. TIF generates approximately \$4.0 million in revenue annually.
8. **Bond/COP Proceeds from funding sources above.** In fiscal year 2018 the Town anticipates issuing \$96.5 million in new debt to be funded by various revenue sources.
9. **Road Usage Fee** is a fee charged to registered automobiles in the Town, which will generate approximately \$850,000 in revenue in FY 2018.

The current CIP is programmed at \$100,994,000. There are \$84,070,000 in currently appropriated projects and \$16,924,000 in new projects in fiscal year 2018. The chart below shows the anticipated expenditures by funding source.

CIP Revenues by Source



Capital Improvement Plan Summary

	THOUSANDS OF DOLLARS															
	Budget	Property Taxes	Beach Fee Transfer	Beach Bond	GO Bond	Hospitality Tax	Hospitality Bond	TIF	TIF Bond	Sunday Liq.	Road Usage Fee	Impact Fees	Grants & Donations	BAN 2016	Lease	Sale of Land
TOTAL BUDGET FROM PRIOR YEARS	84,070	428	1,628	16,351	21,103	685	1,856	7,165	33,308	734	322	27	400	64	-	-
TOTAL FY 2018 BUDGET	16,924	453	800	7,875	5,736	325	-	-	275	550	650	-	-	-	65	195
TOTAL FY17 - FY18 CAPITAL PLAN	100,994	881	2,428	24,226	26,839	1,010	1,856	7,165	33,583	1,284	972	27	400	64	65	195

Capital Improvement Plan by Funding Source – FY 2018 New Projects

THOUSANDS OF DOLLARS											
FY 2018 Budget	FY 2018 Property Taxes	Beach Fee Transfer In	Beach Bond	GO Bond	Hospitality Tax Transfer In	TIF Bond	Sunday Liquor Permit Fees	Road Usage Fee	Lease	Sale of Land	

PATHWAYS

County Sheriff's Office	75						75			
Pathway Accessibility & Safety Enhancement Projects	25						25			
TOTAL	100	-	-	-			100	-	-	-

ROADWAY IMPROVEMENTS

Private Dirt Roads *	650							650		
Intersection Improvements at Shelter Cove Towne Center	125						125			
TOTAL	775	-	-	-			125	-	-	650

PARK DEVELOPMENT

Parks Upgrades	300							300		
Cordillo Courts Upgrades	200							200		
TOTAL	500	-	-	-			-	-	500	-

EXISTING FACILITIES & INFRASTRUCTURE

Rec Center Building Upfit	309				309					
Rec Center Pool Dome Replacement	316				316					
TOTAL	625	-	-	-	625	-	-	-	-	-

NEW FACILITIES & INFRASTRUCTURE

Sewer Service Projects	2,526				2,526					
Fire Hydrant Expansion Project	100					100				
TOTAL	2,626	-	-	-	2,526	100	-	-	-	-

BEACH MAINTENANCE

Beach Management & Monitoring	500		500							
Dune Fencing & Planting	300		300							
Beach Renourishment Project	7,750			7,750						
TOTAL	8,550	-	800	7,750	-	-	-	-	-	-

LAND

Undefined Project / Legal Fees	20									20
TOTAL	20	-	-	-			-	-	-	20

OTHER CAPITAL EXPENDITURES

Cost of Issuance	641			125	241		275			
Medic Unit, Specialty Vehicle, TIC replacement	2,085				2,085					
Rec Center CIP	109				109					
Other storm related projects not covered by FEMA	150				150					
Transfer to General Fund	743	453					50		65	175
TOTAL	3,728	453	-	125	2,585	-	275	50	-	65

TOTAL BUDGET BY FUNDING SOURCE

TOTAL FY 2018 BUDGET	16,924	453	800	7,875	5,736	325	275	550	650	65	195
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*Beginning in FY 2018, Dirt Road Projects funded by the Community Development Block Grant (CDBG) are separate from the Capital Improvement Plan Budget.

Capital Improvement Plan Budgets Approved in Prior Years for Projects Continuing into FY 2018

THOUSANDS OF DOLLARS													
Budget Appropriated in Prior Years	FY 2017 Property Taxes	Beach Fee Transfer In	Beach Bond	GO Bond	Hospitality Tax Transfer In	Hospitality Bond	TIF	TIF Bond	Sunday Liquor Permit Fees	Road Usage Fee	Impact Fees	Grants & Donations	BAN 2016

PATHWAYS

Pathway Accessibility & Safety Enhancement Projects	100					100							
Pope Ave (OT Road)	88							88					
TOTAL	188	-	-	-	-	100	-	88	-	-	-	-	-

ROADWAY IMPROVEMENTS*

Office Park Rd Intersection Imprvmt	2,795							2,121	674				
Bluffton Pkwy-PH-5A	1,000						1,000						
Extension of Lagoon Road	2,511							2,511					
Reconstruction of Nassau Street	2,241							1,129	1,112				
South Forest Beach Dr Imprvmts	344							344					
Lagoon Rd-Pope Ave	1,189							17	1,172				
Intersection Improvements-W.B. 3rd lane WHP at Squire Pope	24	24											
Traffic Signal Mast Arm: Pembroke / 278	140	40				100							
F&R Emergency Access: Palmetto Dunes @ Swing About	137	30				107							
Private Dirt Roads Acquisition / Paving	826	304								322		200	
Misc Turning Lane Improvements	213					186						27	
TOTAL	11,420	398	-	-	-	393	1,000	6,122	2,958	-	322	27	200

PARK DEVELOPMENT

Parks Upgrades	230									230			
Recreation Center Expansion	13,534				13,534								
Public Art Program	34									34			
Rowing & Sailing Center	30	30											
Shelter Cove Parking Lot	200											200	
Park Upgrade: Crossings Park Drainage Imp	470									470			
Shelter Cove Community Park (Pier)	589				589								
TOTAL	15,087	30	-	-	14,124	-	-	-	-	734	-	-	200

EXISTING FACILITIES & INFRASTRUCTURE

Fire Station #2 Replacement	3,856				3,000		856						
Town Hall Remodeling	192					192							
TOTAL	4,048	-	-	-	3,000	192	856	-	-	-	-	-	-

NEW FACILITIES & INFRASTRUCTURE

USCB Hospitality Management Program Building	19,474							574	18,900				
Coligny / Pope Ave Initiative Area Improvements w. Community Park	11,731							381	11,350				
Sewer Service Projects	3,629				3,629								
TOTAL	34,834	-	-	-	3,629	-	-	955	30,250	-	-	-	-

BEACH MAINTENANCE

Beach Management & Monitoring	389		389										
Beach Renourishment Project	17,465		1,239	16,226									
TOTAL	17,854	-	1,628	16,226	-	-	-	-	-	-	-	-	-

OTHER CAPITAL EXPENDITURES

Cost of Issuance	639			125	350				100				64
Transfer to General Fund	-												
TOTAL	639	-	-	125	350	-	-	-	100	-	-	-	64

TOTAL BUDGET BY FUNDING SOURCE

TOTAL BUDGET FROM PRIOR YEARS	84,070	428	1,628	16,351	21,103	685	1,856	7,165	33,308	734	322	27	400	64
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Capital Improvement 10-year Plan

THOUSANDS OF DOLLARS							
Budgets Appropriated in Prior Years	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	-->
PATHWAYS							
US 278-B Shelter Cove Plaza to BCSO		75					
Pathway Accessibility & Safety Enhancement Projects	100	25	100	100	100	100	
Pope Ave (Off Road)	88						
TOTAL	188	100	100	100	100	100	-
ROADWAY IMPROVEMENTS*							
Office Park Rd Intersection Imprvmt	2,795						
Bluffton Pkwy-PH-5A	1,000						
Extension of Lagoon Road	2,511						
Reconstruction of Nassau Street	2,241						
South Forest Beach Dr Imprvmts	344		100	750			
Lagoon Rd-Pope Ave	1,189						
Intersection Improvements-W.B. 3rd lane WHP at Squire Pope	24	500					4,500
Traffic Signal Mast Arm: Pembroke / 278	140						
F&R Emergency Access: Palmetto Dunes @ Swing About	137						
Private Dirt Roads Acquisition / Paving	826	650	200	200	200	200	1,000
Misc Turning Lane Improvements	213						
Intersection Imprv: Shelter Cove Towne Center		125		1,250			-
Traffic Signal Mast Arms (TIF District)			96	150			
Pope Avenue Improvements		100					1,000
Arow Road/Target Road Improvements			TBD				
Coligny/Pope Avenue Area Improvements				750	2,100		
TOTAL	11,420	775	896	1,700	1,700	2,300	6,500
PARK DEVELOPMENT							
Parks Upgrades	230	500	380	300	325	300	1,500
Recreation Center Expansion	13,534						
Public Art Program	34						
Rowing & Sailing Center	30						
Shelter Cove Parking Lot	200						
Chaplin Linear Park							2,500
Park Upgrade: Crossings Park Drainage Imprvmt	470						
Shelter Cove Community Park (Pier)	589						
TOTAL	15,087	500	380	300	325	300	4,000
EXISTING FACILITIES & INFRASTRUCTURE							
Fire Station #2 Replacement	3,856						
Rec. Center Building Upfit		309					
Rec. Center Pool Dome Replacement		316					
Town Hall Remodeling	192		50	50	50		
TOTAL	4,048	625	50	50	50	-	-
NEW FACILITIES & INFRASTRUCTURE							
USCB Hospitality Management Program Building	19,474						
Coligny / Pope Ave Initiative Area Improvements w, Community Park	11,731						
Sewer Service Projects	3,629	2,526	2,072	1,806			
Fire Hydrant Expansion Project		100					
TOTAL	34,834	2,626	2,072	1,806	-	-	-
BEACH MAINTENANCE							
Beach Management & Monitoring	389	500	500	500	500	500	
Dune Fencing & Planting		300					
Beach Renourishment Project	17,465	7,750					
TOTAL	17,854	8,550	500	500	500	500	-
OTHER CAPITAL EXPENDITURES							
Cost of Issuance	639	641		125	350		
Undefine project and Legal Fees		20					
Medic Unit, Speciality Vehicle, TIC replacement		2,085					
Rec. Center CIP		109					
Other storm related projects not covered by FEMA		150					
Transfer to General Fund		743					
TOTAL	639	3,748	-	125	350	-	-
TOTAL BUDGET	84,070	16,924	3,998	4,581	3,025	3,200	10,500

*Beginning in FY 2018, Dirt Road Projects funded by the Community Development Block Grant (CDBG) are separate from the Capital Improvement Plan Budget.