



**The Town of Hilton Head Island  
Regular Town Council Meeting  
January 2, 2019, 4:00 p.m.  
University of South Carolina Beaufort  
Hilton Head Island Campus, Room 115  
AGENDA**

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**As a courtesy to others please turn off/silence ALL mobile devices during the Town Council Meeting.  
Thank You.**

- 1. Call to Order**
- 2. FOIA Compliance** - Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.
- 3. Pledge to the Flag**
- 4. Invocation – Pastor Neil M. Yongue Jr., St. Andrew By-The-Sea United Methodist Church**
- 5. Proclamations & Commendations - None**
- 6. Approval of Minutes**
  - a. Town Council Meeting, December 18, 2018
- 7. Report of the Town Manager**
  - a. Legislative Update – Senator Tom Davis
  - b. Items of Interest
    - i. Town News
    - ii. Noteworthy Events
- 8. Reports from Members of Council**
  - a. General Reports from Council
  - b. Report of the Intergovernmental & Public Safety Committee – Bill Harkins
  - c. Report of the Community Services Committee – Marc Grant
  - d. Report of the Public Planning Committee – David Ames
  - e. Report of the Public Facilities Committee – Marc Grant
  - f. Report of the Finance & Administrative Committee – Tom Lennox
- 9. Appearance by Citizens**
- 10. Unfinished Business – None**

## **11. New Business**

### **a. First Reading of Proposed Ordinance 2019-01**

First Reading of Proposed Ordinance 2019-01 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 Section 2-5-70 Appearance by Citizens and adding Section 2-5-80 (Rules of Decorum) and providing for severability and effective date.

### **b. Consideration of a Recommendation – Land Management Ordinance Roadway Classifications and Design Requirements**

Consideration of a Recommendation from the Public Planning Committee to Town Council that the Town Manager be directed to study the roadway classification standards, design requirements, and other criteria of the Land Management Ordinance.

### **c. Appointment of Town Representative to the Beaufort County Economic Development Corporation Board of Directors.**

## **12. Executive Session - None**

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

## **14. Adjournment**

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

**Date: Tuesday, December 18, 2018**

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

**Present from Town Council:** John J. McCann, *Mayor*; Bill Harkins, *Mayor Pro Tempore*; Marc Grant, Tom Lennox, David Ames, Tamara Becker, *Council Members*

**Present from Town Staff:** Steve Riley, *Town Manager*; Joshua Gruber, *Assistant Town Manager*; Charles Cousins, *Assistant to the Town Manager*; Shawn Colin, *Director of Community Development*; Brian Hulbert, *Staff Attorney*; Brad Tadlock, *Fire Chief*; John Troyer, *Finance Director*; Carolyn Grant, *Communications Director*; Chris Yates, *Building Official*; Jennifer Ray, *Planning and Special Projects Manager*; Emily Sparks, *Project Lead*; Andrew Nicolls, *Systems Analyst*; Krista Wiedmeyer, *Executive Assistant/Town Clerk*

**Present from Media:** Katherine Kokal, *Island Packet*

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**1. Call to Order**

Mayor McCann called the meeting to order at 4:05 p.m.

**2. FOIA Compliance** - Public notification of this meeting was published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.

**3. Executive Session**

Mr. Riley stated that he needed an Executive Session for: (a) Contractual Matters; discussion of negotiations incidents related to proposed contractual arrangements with the Town Attorney; (b) Land Acquisition; discussion of negotiations incidents related to the proposed sale, lease, or purchase of property in the Beach City Road area; (c) Legal Advice; receipt of legal advice related to pending, threatened, or potential claim related to Sea Cabin Racquet Club II HPRV v. Town of Hilton Head Island.

At 4:06 p.m. Mr. Harkins moved to go into Executive Session for matters mentioned by the Town Manager, Mr. Grant seconded. The motion to go into Executive Session was approved by a vote of 6-0.

Town Council returned to the dais at 5:01 p.m. to begin the Regular portion of the meeting.

**4. Pledge to the Flag**

**5. Invocation**

Father Mark Brinkmann, Associate Rector of All Saints Episcopal Church delivered the invocation.

**6. Proclamations & Commendations - None**

**7. Approval of Minutes**

**a. Town Council Meeting, November 7, 2018.**

Mr. Harkins moved to approve the minutes from the November 7, 2018 Town Council meeting. Mr. Lennox seconded, the motion was approved by a vote of 6-0.

**b. Town Council Meeting, December 4, 2018**

Mr. Harkins moved to approve the minutes from the December 4, 2018 Town Council meeting. Mr. Lennox seconded with changes noting the vote count to Agenda Item 7 as 6-0, not 7-0. The motion was approved by a vote of 6-0 as corrected.

## **8. Report of Town Manager**

### **a. Government Finance Officers Association – Distinguished Budget Award**

Mayor McCann presented John Troyer, the Town's Finance Director, the 2018 Distinguished Budget Award from the Government Finance Officers Association. Mr. Troyer made some brief remarks and recognized his staff.

### **b. Building Code Effectiveness Grading Schedule Results**

Mr. Riley reviewed with the members of Council the Building Code Effectiveness Grading Schedule Results, and invited Chris Yates, the Town's Building Official up to make some brief remarks. Mr. Yates addressed the members of Council noting the achievements by the Building Department.

### **c. FY2018 CAFR and Audit Presentation – Emily Sobczak, Greene Finney, LLP**

Emily Sobczak of Greene Finney, LLP made a presentation to the members of Council regarding the FY2018 CAFR and Audit. Mr. Riley reminded Council that they have just received the final draft of the FY2018 CAFR and to take it with them to review and ask questions after they have had a chance to review.

### **d. Presentation of Rural Development Act Utility Tax Credit – Berl Davis, Jr. – Palmetto Electric**

Mr. Berl Davis of Palmetto Electric Cooperative, presented the award for the Rural Development Act Utility Tax Credit the Town recently received from Palmetto Electric Cooperative. Mr. Davis made some brief statements of the credit and the Cooperative's relationship with the Town.

### **e. Items of Interest**

- i. Town News**
- ii. Noteworthy Events**

Mr. Riley reviewed the Items of Interest, including Town News, upcoming Town meetings, and noteworthy events taking place throughout the Island over the coming weeks. He also noted that the next Town Council meeting taking place on January 2, 2019 would be held at the USCB Hilton Head Island campus. Mr. Riley made mention to the Mayor that per current Town Code, the regular portion of the meeting would not come to order until 5:00 p.m. If the members of Council wanted to amend the upcoming meeting's start time, a motion would need to be made.

Mr. Harkins moved to start the regular portion January 2, 2019 Town Council meeting at 4:00 p.m., moving the Executive Session to the end of the meeting after New Business. Mr. Lennox seconded. The motion was approved by a vote of 6-0.

## **9. Reports from Members of Council**

### **a. General Reports from Council**

Mayor McCann reported that Council had met the week prior for their annual workshop where they discussed several pressing items of importance. He said that the facilitator would be sending a report back to Town staff who would review and prepare the final set of priorities for Council to review in March.

### **b. Report of the Intergovernmental & Public Safety Committee – Bill Harkins, Chairman**

Mr. Harkins reported that his Committee would be reviewing the current dangers of U.S. 278 on the Island, and would be coming up with a plan to bring forward to Town Council to consider at a later date.

## **9. Reports from Members of Council (cont.)**

### **c. Report of the Community Services Committee – Marc Grant, Chairman**

Mr. Grant reported that the Committee had been meeting to review and interview applicants for the U.S. 278 Advisory Committee. He said the Committee would continue to review and interview applicants through early January with the hopes that a recommendation would be ready for Town Council by the second meeting in January.

### **d. Report of the Public Planning Committee – David Ames, Chairman**

Mr. Ames reported that on November 29, 2018 the Committee held a special meeting with the Workforce Housing consultant where they discussed the results of the Housing Needs and Market Assessment. He said it was an informative discussion and looks forward to the consultant coming back in January. Mr. Ames asked the Mayor about having an open discussion during the January 2, 2019 meeting regarding Pope Avenue. The Mayor noted the request and said he would have that item added to the agenda.

### **e. Report of the Public Facilities Committee – Marc Grant, Chairman**

Mr. Grant stated that he did not have a report.

### **f. Report of the Finance & Administrative Committee – John McCann, Chairman**

Mr. Lennox reported that the Committee met earlier in the day where there was a general discussion regarding FOIA and general discussion regarding the revised Stormwater utility PUD/POA drainage agreement. He said discussion regarding these items would continue at the Committee's next scheduled meeting.

Mayor McCann reported that he has assigned Mr. Ames as the Town's Liaison to the Beaufort County Airport Board and Ms. Becker as the Town's Liaison to the ATAX Committee.

## **10. Appearance by Citizens**

**Amber Kuehn:** Addressed the members of Council about the lighting ordinance under the Town's code with regard to turtle protection. She noted that along with members of Town staff, she has proposed changes that would help strengthen the enforcement of the outdated ordinance. Mayor McCann asked Mr. Ames if he would take this matter up under the Public Planning Committee.

**Rosa Ti:** Addressed the members of Council regarding the different types of trash and recycle cans that the Town could consider using on the beaches. Mayor McCann asked Mr. Grant if he would look into this matter under the Public Facilities Committee.

**Brian Bobincheck:** Addressed the members of Council about his concerns with the street lighting and the safety for the general public. He asked when the matter would be addressed and when he could expect to see some updates to the crosswalks.

**Skip Hoagland:** Addressed the members of Council about her concerns regarding Chamber transparency.

## **11. Unfinished Business - None**

## **12. New Business**

### **a. Consideration of Recommendations of the Accommodations Tax Advisory Committee**

Mr. Harkins moved that the award to the Gullah Museum be increased by \$5,000 and that the Town's grant be reduced by \$5,000. He further moved that the Hilton Head Island Airport be awarded an additional amount of \$40,000. This amount to be adjusted and moved from the U.S. 278 Flyover Beautification funds, not from ATAX. The Town Manager shall bring forward a Budget Amendment at a mid-year meeting. Mr. Grant seconded. Mayor McCann opened the discussion to the members of Council where brief statements were made relating to the ATAX Committee's recommendation. Many members of the general public also made statements concerning the Committee's recommendation. Upon no further comments from either the public or members of Council, the motion was approved 6-0 as amended.

## 12. New Business (cont.)

### **b. Consideration of a Recommendation – Utility Easement on Town-owned Parcel**

Consideration of a Recommendation from the Public Facilities Committee to Town Council, granting Palmetto Electric Cooperative, Inc. a permanent easement over and across the Town-owned parcel of land known as the Ashmore Tract.

Mr. Harkins moved to approve, Mr. Grant seconded. With no discussion, the motion was approved by a vote of 6-0.

### **c. Consideration of a Recommendation – Vision Phase 2/Comprehensive Plan**

Consideration of a Recommendation from the Public Planning Committee to Town Council authorizing the Town Manager to direct staff to (1) identify, attract, recruit, and leverage talent and resources to support Phase 2 of the Vision/Comprehensive Plan by utilizing an open application process to solicit members for the “Our Future Development Team” and “Community Vision Work Groups” and (2) allocate \$150,000 of the Town Council initiative budget to this project.

Mr. Harkins moved to approve, Mr. Ames seconded. Mr. Ames stated before finalizing the vote, he wanted to thank Town staff for their continued hard work and dedication to the Vision project. Mr. Riley took the opportunity of thanking Town staff to announce that Shawn Colin had accepted the promotion to Director of Community Development. With no further discussion, the motion was approved by a vote of 6-0.

### **d. Consideration of a Recommendation – Approval of Marketing Plan**

Consideration of a Recommendation from the Accommodations Tax Advisory Committee for the Chamber of Commerce Visitor and Convention Bureau’s proposed 2018-19 Marketing Plan.

Mr. Harkins moved to approve, Mr. Ames seconded. Mrs. Becker asked to abstain from the vote as she had not had an opportunity to review the Marketing Plan. Mayor McCann asked Mr. Riley to provide a copy to Mrs. Becker for future review. With some brief discussion from the members of Council as well as the general public, the motion was approved by a vote of 5-0-1, with Mrs. Becker abstaining.

### **e. Consideration of a Recommendation – Planters Row Golf Course Lease**

Consideration of a Recommendation from the Public Planning recommending Town Council not extend the Golf Course Ground Lease with the Heritage Golf Group.

Mr. Harkins moved to amend the Recommendation, extending the lease one year as negotiated by the Town Manager, Mrs. Becker seconded. Mayor McCann opened the discussion up to the members of Council. Mr. Ames spoke in opposition of extending the lease, while other members of Council spoke in favor of extending. Members of the general public also spoke both against and for the extension of the lease. With the conclusion of the discussions, the motion as amended was approved by a vote of 5-1, with Mr. Ames opposed.

### **f. Consideration of a Resolution – SC Transportation Infrastructure Bank Resolution**

Consideration of a Resolution of the Town Council supporting the joint pursuit, with Beaufort County, and in coordination with the State of South Carolina, the funding, analysis, and ultimate implementation of the Department of Transportation project known as “SCDOT Project ID PO30450 – U.S. 278 Corridor Improvements”, a portion of which is within the Town limits of Hilton Head Island, Beaufort County, in accordance with the plans of said project.

Mr. Harkins moved to approve, Mr. Lennox seconded. With no discussion the motion was approved by a vote of 6-0.

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

- a. Discussion of proposed contractual arrangements with the Town Attorney.

Mr. Harkins reported that during Executive Session the members of Town Council reviewed and discussed the contract for the Town Attorney which expires on December 31, 2018. He stated that during their discussions, Town Council would begin an open bid process for the procurement of a Town Attorney.

Mr. Harkins moved to authorize the Town Manager to enter into an agreement with Gregg Alford to provide legal services as the Town Attorney on a month-to-month basis, while the Town considers its options regarding this service, Mr. Lennox seconded. With no discussion, the motion was approved by a vote of 6-0.

**14. Adjournment**

At 6:43 p.m., Mr. Harkins moved to adjourn, Mr. Grant seconded. The motion to adjourn was approved by a vote of 6-0

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Krista M. Wiedmeyer,  
Executive Assistant/Town Clerk

Approved: 01/02/2019

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John J. McCann, Mayor



## TOWN OF HILTON HEAD ISLAND ITEMS OF INTEREST JANUARY 2, 2019

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### TOWN NEWS

- In December, Hilton Head Island Fire Rescue hosted the Comprehensive Airway Management Program (“CAMP”). The program addressed several weaknesses and filled in gaps between how paramedics are taught in school and how they are expected to perform while in the field. Fire Rescue staff was provided with strategies to deal with some of the worst possible circumstances they may face as professional EMTs and paramedics. “CAMP Hilton Head” was a huge success, and everyone involved took something of value away.

For any questions about “CAMP Hilton Head” please contact Battalion Chief of EMS Tom Bouthillet at 843.682.5160

- Fire Rescue participates in a County-wide Fire Service holiday program called Santa’s Mail. This is a public relations initiative that places mailboxes for Santa at each of the Fire Stations throughout the County. This year Hilton Head Fire Rescue received and answered 241 letters from children in our community. This was our best year to date!

### TOWN OF HILTON HEAD ISLAND MEETINGS

- Intergovernmental and Public Safety – Monday, January 7, 2019 – 10:00 a.m.
- Planning Commission – CIP Committee – Tuesday, January 8, 2019 – 3:00 p.m.
- Finance and Administrative – Tuesday, January 15, 2019 – 2:00 p.m.
- Town Council Executive Session – Tuesday, January 15, 2019 – 4:00 p.m.
- Town Council Regular Session – Tuesday, January 15, 2019 – 5:00 p.m.

*Meetings are subject to change and/or cancellation. Please visit the Town’s website at [www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov) for meeting dates and times.*

### HILTON HEAD ISLAND EVENTS

- Martin Luther King, Jr. Celebration – Monday, January 21, 2019 – 10:30 a.m. -1:30 p.m. at Hilton Head Island High School
- A Walk for Recovery – Saturday, January 26, 2019, 12:00 p.m. – 4:00 p.m. at Coligny Beach



For more events taking place on the Island, please visit the Town’s Office of Cultural Affairs Events page at [www.culturehhi.org/events/](http://www.culturehhi.org/events/).



## Comprehensive Airway Management Program (CAMP)

From the first day of EMT or paramedic school our professional rescuers are taught the importance of the “A-B-C’s” which stand for Airway, Breathing, and Circulation. These priorities are so important to life-saving that virtually nothing else matters until they are established and deemed effective.

In terms of dollars awarded, failures in Airway and Breathing are second only to motor vehicle collisions and patient handling mishaps as areas of legal risk in the Emergency Medical Services. Some of the procedures that we use in modern EMS (e.g., tracheal intubation) when performed improperly, can lead rapidly to the patient’s death or permanent disability.

On Dec 11, 12, and 13, Hilton Head Island Fire Rescue hosted the Comprehensive Airway Management Program, or “CAMP”. The education and training was led by Milwaukee anesthesiologist Jim DuCanto, M.D. and assisted by Critical Care and Flight Paramedics Robert Barrix and Gene Benoit.



The program addressed several weaknesses and filled in the gaps between how paramedics are taught in school and how they are expected to actually perform in the field. One of those opportunities for improvement is how to deal with a severely contaminated airway (due to blood, vomit, or foreign body).

Using innovating training manikins and simulation techniques our staff was provided with strategies to deal with some of the worst possible circumstances they may face as professional EMTs and paramedics. As you might expect, this was well received by our staff. The timing was excellent as it’s part of our strategic plan to implement video laryngoscopy in 2019.

Using innovating training manikins and simulation techniques our staff was provided with strategies to deal with some of the worst possible circumstances they

This program *is only the beginning* because airway management is difficult and we are now faced with the challenge of improving our protocols, training methods, system surveillance, quality control, standardization of work, and QI feedback mechanisms to ensure the best possible care for our citizens.



“CAMP Hilton Head” was a huge success and everyone involved, including the faculty, took something of value away. We appreciate the support of Fire Rescue and the Town for allowing us to invest in our EMS system, which is already nationally respected in the area of resuscitation. Our goal is to become world class in all time-sensitive diagnoses.

*For any questions about “CAMP Hilton Head” please contact Battalion Chief of EMS Tom Bouthillet at 843-682-5160.*

# **MEMORANDUM**

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

**RE:** Proposed Ordinance Number 2019-01 Agenda and Order of Business

**DATE:** December 17, 2018

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**Recommendation:** Staff recommends that Town Council adopt the proposed ordinance amendment. The Proposed Ordinance 2019-01, will amend Sections 2-5-50 Town Council Rules of Procedure (Agenda and Order of Business) and 2-5-70 (Appearance by Citizens) of the Town code. Additionally, it will add a new Section 2-5-80 (Rules of Decorum) to provide for how citizens must conduct themselves while addressing Council.

**Summary:** At the December 2018 Town Council Workshop, Council requested that an ordinance amendment be brought forth placing the Executive Session portion of their regular meetings at the end of their agenda and that the public meeting begin at 4:00 pm. Additionally, Council requested that rules of decorum for the public speaking during the meeting be adopted for Council meetings.

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

**ORDINANCE NO.**

**PROPOSED ORDINANCE NO. 2019-01**

**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 SECTION 2-5-70 APPEARANCE BY CITIZENS AND ADDING SECTION 2-5-80 (RULES OF DECORUM); 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, 2008-03, 2015-21, 2016-03, and 2017-01 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 and 2-5-70 to provide for an efficient operation of the Town Council meetings that will benefit both the Town and its citizens; and

**WHEREAS**, the Town Council now desires to add Section 2-5-80 to provide rules of decorum that will provide for a more efficient and professional 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 **Mayor may, but shall not be required to, call** the order of business of council ~~shall be~~ as follows:
- (1) Call to order by presiding officer.
  - ~~(2) Executive Session.~~
  - ~~(3)~~**(2)** Pledge of allegiance.
  - ~~(4)~~**(3)** Invocation.
  - ~~(5) Proclamations.~~
  - ~~(6)~~**(4)** Reading of minutes of previous meeting, their consideration and approval.
  - ~~(7)~~**(5)** Reports from municipal officers.
  - ~~(8)~~**(6)** Reports of council.
  - ~~(9)~~**(7)** Reports of committees.
  - ~~(10)~~**(8)** Appearances by citizens.
  - (9) Consent Agenda**
  - (10) Proclamations.**
  - (11) Unfinished business.
  - (12) New business.
  - (13) **Executive Session.**
  - ~~(13)~~ **(14) Possible actions by Town Council concerning matters discussed in executive session.**
  - ~~(14)~~ **(15) 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~~ **4:00** 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 **pursuant to section (c) above.**

Sec. 2-5-70. - Appearance by citizens.

- (a) Any citizen of the town shall be entitled to appear before the council at any regular meeting during the appearance by citizens portion of the agenda to present any matters pertaining to the town.
- (b) Citizens shall be entitled to address council on a specific agenda item during the old business or new business portions of the agenda after council has concluded its discussion on such item, but prior to a council vote.
- (c) Citizens desiring to ~~make a presentation~~ **present a matter** at a regular meeting must notify the town receptionist or the presiding officer by twelve o'clock (12:00) noon on the date of such meeting. **Notice must be given prior to each separate meeting at which they desire to address council.** Citizens desiring to address council on an agenda item during the old business or new business portions of the agenda need not provide notification. No person shall address the council without first being recognized by the mayor.
- (d) Each person addressing the council during the appearance by citizens portion on the agenda, **or during the specific agenda discussion**, shall step up to the place provided for the use of the public and give his name and address in an audible tone of voice for the records, state the subject he wishes to discuss, state whom he is representing and if he represents an organization or other persons, present the authority for such right to speak on the subject matter on behalf of an organization or other persons.
- (e) Unless further time is granted by majority vote of the council, he shall limit his remarks to three (3) minutes. All remarks shall be addressed to the council as a whole and not to any member thereof.
- (f) No person other than members of the council and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the council, without the permission of the mayor.
- (g) No question may be asked a council member without the permission of the mayor.
- (h) ~~When council decides that a public hearing should be held, notice of such hearings shall be announced in council and an announcement and agenda posted outside the Town Hall and such other places deemed appropriate, at least three (3) days (seventy two (72) hours) preceding the hearing, or such other notice as may be required by law.~~
- (~~h~~) **(h)** Public hearings may be a part of a regular meeting when appropriate or can be the sole subject of a called special meeting.
- (~~j~~) **(i)** Those persons desiring to make presentations at publicly noticed hearings at either regular or special meetings may so indicate by completing and presenting to the clerk, prior to the start of a hearing, a request to be heard. Such presentations must deal only with the subject of the hearing as indicated in the agenda. Deviation from this will

not be permitted. Where time permits, following the appearance of those who have filed requests to be heard, others desiring to be heard may so indicate by raising their hands and being recognized by the chair.

~~(k)~~ **(j)** In order to expedite matters at any public hearing and to avoid repetitious presentations, whenever any group of persons wishes to address the council on the same subject matter, it shall be proper for the mayor to request that a spokesman be chosen by the group to address the council and, in case additional matters are to be presented by any other member of said group, to limit the number of such persons addressing the council.

~~(l)~~ **(k)** After a motion has been made or a public hearing has been closed, no member of the public shall address the council from the audience on the matter under consideration without first securing permission to do so by majority vote of the council.

**Sec. 2-5-80. - Rules of decorum.**

**(1) Rules of decorum.**

**While any meeting of council is in session, the following rules of decorum shall be observed:**

**(a) Any person who speaks at a council meeting shall conduct himself or herself in a manner appropriate to the decorum of the meeting and shall not use any profane, abusive or obscene language nor any fighting words or otherwise engage in disorderly conduct. Any person who makes such remarks or otherwise engages in disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of a council meeting shall, at the discretion of the mayor, or in his absence, the mayor pro tempore, be barred from further audience before council during that meeting and may be removed from the building.**

**(b) Any law enforcement officer who is serving as security during the meeting of council shall carry out all orders and instructions given by the mayor or in his absence, the mayor pro tempore, for the purpose of maintaining order and decorum at the council meeting. Upon instruction of the mayor, or in his absence, the mayor pro tempore, it shall be the duty of such law enforcement officer to remove from the council meeting any person who is disturbing the proceedings of council.**

**(c) This section in no way limits any person from being charged or arrested for criminal conduct which occurs during the course of a council meeting or during the course of a person being removed from a council meeting pursuant to this section.**

**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 \_\_\_\_\_, 2019.**

By: \_\_\_\_\_  
**John J. McCann, Mayor**

**ATTEST:**

By: \_\_\_\_\_  
**Krista M. Wiedmeyer, Town Clerk**

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

**APPROVED AS TO FORM:**

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

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



# TOWN OF HILTON HEAD ISLAND

## *Public Projects and Facilities Management Department*

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**TO:** Stephen G. Riley, ICMA-CM, Town Manager  
**VIA:** Joshua A. Gruber, Assistant Town Manager  
**FROM:** Scott Liggett, PE, Director of Public Projects & Facilities/Chief Engineer  
**CC:** Jeff Buckalew, PE, Darrin Shoemaker, PE, Shawn Colin, AICP  
**DATE:** December 20, 2018  
**SUBJECT:** Recommendation to study the Land Management Ordinance roadway classifications and design requirements

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### **Recommendation:**

The Public Planning Committee recommends Town Council ask the Town Manager to study the classification and other criteria in the LMO for roadway requirements specific to Pope Avenue with a focus on pedestrian safety and traffic flow.

### **Summary:**

The resurfacing of Pope Avenue is currently an active construction project being managed by the Town at the request of the project sponsor, the Beaufort County Transportation Commission (BCTC). The project has been designed and permitted in concert with the road's owner, the South Carolina Department of Transportation (SCDOT). The Town staff, the CTC representatives and SCDOT staff all prefer to maintain the current lane width dimensions – one 12' lane, one 11' lane and a 5' paved shoulder as part of the resurfacing project. As best we are able to determine, these dimensions have been in place since the mid 1980's. The LMO requires 12' lanes on Pope Avenue. While there is discretion allowed for engineering judgement in the SCDOT and American Association of State Highway Transportation Officials (AASHTO) design guidelines (11'-12' are both acceptable), at least one 12' lane was deemed most appropriate due to truck traffic, driver demographics (unfamiliar tourists and elderly) and adjacent land/and development patterns as a more forgiving and safer facility.

Lane widths of 11' with a 6' paved shoulder have been suggested by a citizen and a council member and is what gives rise to the recommendation.

It has been suggested that vehicle speeding within this 35 mph corridor is a concern. Additionally, it has been suggested that the existing paved shoulder, though 5' wide and 25% wider than the 4' SCDOT / AASHTO standard, is insufficient for 2 abreast bicycle riding. In an attempt to calm traffic and provide a wider paved shoulder, the above recommendation is brought forth.

### **Background:**

Pope Avenue is one of four major arterials on Hilton Head Island as identified in the LMO. The other three are William Hilton Parkway, Palmetto Bay Road and the Cross Island Parkway. All are owned by SCDOT. The Town's LMO, the SCDOT Roadway Design Manual and the AASHTO Design Manual



all indicate that 12' lanes are appropriate for Pope Avenue. Even with changes to the LMO, which could impact intersecting driveway and street geometry, buffers, setbacks and sight triangles, the other design manuals which SCDOT relies on would remain unchanged.

Additionally, it should be known, that the full restoration of the paved bike lanes on Pope Avenue would be counter to the guidance of previous Councils. The bike lanes which previously existed on Pope Avenue were replaced by the off street multi-use pathway in 2007. Historically, there were a disproportionate number of bike/ped/car crashes, injuries and deaths that occurred on this 1 mile of roadway. Also, restoration of the on-road facility was not a recommendation of the Circle to Circle Committee. Their recommendations within the corridor as endorsed by Council are:

- Implement signage and wayfaring for beach access
- Provide adequate bike parking at key points on the trail system
- Develop implementation plan and time line to build a trail between DeAllyon Ave. and Office Park Road and incorporate in Capital Improvement Plan
- Develop implementation plan and timeline to build a trail on Lagoon Road between Pope Avenue and Ibis Street and incorporate in Capital Improvement Plan