

**REVISIONS:** Postponement of New Business item 12(e), First Reading of Proposed Ordinance 2020-23.



Town of Hilton Head Island  
**TOWN COUNCIL MEETING**  
Tuesday, October 6, 2020, 4:00 p.m.  
**REVISED AGENDA**

In accordance the Town of Hilton Head Island Municipal Code § 2-5-15, this meeting is being conducted virtually and can be viewed on the Town's Facebook Page (<http://facebook.com/TownofHiltonHeadIslandSC>), or website (<https://www.hiltonheadislandsc.gov/>), as well as Hargray channels 9 & 113 and Spectrum channel 1304.

- 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 – Reverend Dr. Mary W. Anderson, Christ Lutheran Church**
- 5. Approval of Agenda**
- 6. Approval of Minutes**
  - a. Special Meeting, September 14, 2020
  - b. Regular Meeting, September 15, 2020
  - c. Special Meeting, September 21, 2020
  - d. Special Meeting, September 23, 2020
- 7. Report of the Town Manager**
  - a. Planning Commission Update – Peter Kristian, Chairman
  - b. U.S. 278 Aesthetics and Landscaping
  - c. Items of Interest
- 8. 5:00 P.M. - Public Hearing: Our Plan 2020-2040 Comprehensive Plan**
- 9. Reports from Members of Council**
  - a. General Reports from Council
  - b. Report of the Intergovernmental Committee – Bill Harkins
  - c. Report of the Community Services & Public Safety Committee – Marc Grant
  - d. Report of the Public Planning Committee – David Ames
  - e. Report of the Finance & Administrative Committee – Tom Lennox
- 10. Proclamations/Commendations – NONE**

## 11. Appearance by Citizens

*Citizens who wish to speak before Town Council concerning matters not already on the agenda, must contact the Town Clerk at 843-341-4701, prior to 12:00 p.m. the day of the meeting. Those who wish to provide comments/feedback on scheduled agenda items may do so by visiting the Open Town Hall portal.*

## 12. New Business

### a. Consideration of Proposed Emergency Ordinance 2020-30 - Face Covering Requirement

Consideration of Proposed Emergency Ordinance 2020-30 requiring individuals to wear face coverings in certain circumstances and locations in the Municipal limits of the Town of Hilton Head Island, South Carolina, and providing for severability and an effective date.

### b. First Reading of Proposed Ordinance 2020-22 - Budget Adjustments

First Reading of Proposed Ordinance 2020-22 to amend the budget for the Town of Hilton Head Island, South Carolina, for the Fiscal Year ending June 30, 2021; to provide for the budgeted appropriations of prior year budget roll-forwards and certain other appropriations and commitments, and the expenditures of certain funds; to allocate the sources of revenue for the said funds; and provide for severability and an effective date.

### c. Consideration of a Resolution – Parks & Recreation Master Plan Part 1

Consideration of a Resolution of the Town Council of the Town of Hilton Head Island, South Carolina adopting the Parks and Recreation Master Plan Part 1

### d. First Reading of Proposed Ordinance 2020-24 - Our Plan 2020-2040 Comprehensive Plan

First Reading of Proposed Ordinance 2020-24 to provide for the adoption of Our Plan, the Town of Hilton Head Island 2020-2040 Comprehensive Plan; and to provide for severability and an effective date.

### e. First Reading of Proposed Ordinance 2020-25 - Workforce Housing Zoning Amendments

First Reading of Proposed Ordinance 2020-25 to amend Title 16 of the Municipal Code of the Town of Hilton Head Island, South Carolina, the Land Management Ordinance (LMO), Chapters 2, 3, 4, 5, and 10. These amendments, commonly referred to as *Workforce Housing LMO Amendments* as noticed in the Island Packet on *July 19, 2020*, including changes that add Workforce Housing as permitted by condition use in certain Zoning Districts and creates a Workforce Housing Program as described in Exhibit “B” to this ordinance, and providing for severability and an effective date.

## 13. Executive Session

a. **Land Utilization:** Discussion of negotiation incidents related to the proposed sale, lease, or purchase of property.

b. **Legal Matters:** Receipt of legal advice related to potential settlement agreement related to Charter Communications, LLC.

## 14. Possible Actions by Town Council Concerning Matters Discussed in Executive Session

## 15. Adjournment

Public comments concerning agenda items can be submitted electronically via the Town’s Virtual Town Hall portal (<https://hiltonheadislandsc.gov/opentownhall/>). The portal will close **2 hours prior to the start of the scheduled meeting**. All comments submitted to the portal will be provided to Town Council for review and made part of the official record.



Town of Hilton Head Island  
**TOWN COUNCIL**  
Monday, September 14, 2020 at 2:00 p.m.  
**SPECIAL MEETING MINUTES**

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

**Present from Town Staff:** Angie Stone, *Human Resources Director*; Krista Wiedmeyer, *Exec. Assist/Town Clerk*

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**1. Call to Order**

Mayor McCann called the meeting order at 2:00 p.m. By way of roll call, the attendance of Town Council was confirmed.

**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. Approval of Agenda**

Mr. Harkins moved to approve the agenda. Mr. Stanford seconded. By way of roll call, the motion was approved by a vote of 7-0.

**4. Executive Session**

At 2:04 p.m., Mr. Harkins moved to go into Executive Session for the reasons noted on the agenda. Mr. Stanford seconded. The motion was approved by a vote of 7-0.

**5. Possible Actions by Town Council Concerning Matters Discussed in Executive Session**

**6. Adjournment**

At 3:04 p.m., Council returned from Executive Session. By unanimous vote, the meeting adjourned.

**Approved: October 6, 2020**

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Krista M. Wiedmeyer, Town Clerk

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John J. McCann, Mayor



Town of Hilton Head Island  
**TOWN COUNCIL**  
Tuesday, September 15, 2020 at 4:00 p.m.  
**MEETING MINUTES**

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

**Present from Town Staff:** Steve Riley, *Town Manager*; Josh Gruber, *Assist. Town Manager*; Shawn Colin, *Director of Community Development*; Teri Lewis, *Deputy Director of Community Development*; Nicole Dixon, *Development Review Administrator*; Krista Wiedmeyer, *Exec. Assist/Town Clerk*

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**1. Call to Order**

Mayor McCann called the meeting to order at 4:00 p.m. By way of roll call, the attendance of Town Council was confirmed.

**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 – Father Greg Kronz, St. Luke’s Church**

Father Greg Kronz of St. Luke’s Church delivered the invocation.

**5. Approval of Agenda**

Mr. Harkins moved to approve the agenda. Mr. Stanford seconded. By way of roll call, the agenda was approved by a vote of 7-0.

**6. Approval of Minutes**

Mr. Harkins moved to approve all four sets of minutes. Mr. Stanford seconded. By way of roll call, all four sets of minutes were approved by a vote of 7-0.

- a. Regular Meeting, August 18, 2020
- b. Special Meeting, August 19, 2020
- c. Special Meeting, August 27, 2020
- d. Special Meeting, August 31, 2020

**7. Report of the Town Manager**

- a. Gullah-Geechee Land & Cultural Preservation – Lavon Stevens, Chairman

Lavon Stevens, Chairman of the Gullah-Geechee Land and Cultural Preservation Task Force, gave an update to the members of Council related to recent matters the Task Force has been discussing.

## **7. Report of the Town Manager (cont.)**

### **b. Beaufort County Matters Update**

Mr. Gruber gave an update on the matters related to the Town and Beaufort County. He reminded Council that a copy of the complaint and injunction related to the uniformed fee had been sent to them for review. Mr. Gruber asked that any feedback be provided to the Town Attorney no later than the end of day on Wednesday.

#### **i. Convenience Center**

Mr. Gruber reported that the budget approved by the County Council only allowed for funding of the Convenience Center through midnight, December 31, 2020. He said the County Council had not approved any further funding beyond the December 31, 2020 date, and has the Town concerned that the Convenience Center will be closed. Mr. Gruber said future information about this matter would be made available when it was received.

#### **ii. County-owned Parks**

Mr. Gruber reported that the Town would be assuming the maintenance and upkeep on the Town-owned parks. He said as for the two properties owned by the County, funding for the upkeep and maintenance was not provided for in the County's budget, and the Town will not be providing services to the properties as they are County owned. The two properties that Mr. Gruber was referring to are Barker Field and Hilton Head Park.

#### **iii. County-owned Roads**

Mr. Gruber stated that confirmation was received that the County remains responsible for all roads on the Island owned by the County. He said concerns about the County-owned roads should be directed to Beaufort County.

### **c. Town Council Public Hearing: Our Plan 2020-2040 Comprehensive Plan, October 6, 2020 at 5:00 p.m.**

Mr. Gruber reported that Town Council would hold a Public Hearing regarding the Comprehensive Plan during the October 6, 2020 Council meeting. He also reported that it was originally thought that the October 6, 2020 Council meeting would be the first in-person meeting since March. However, due to some lingering concerns, the Town will continue evaluate and potentially begin to hold in-person meetings in November.

### **d. Items of Interest**

Mr. Gruber reviewed the Items of Interest, including upcoming meetings taking place in the coming weeks.

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

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

Mrs. Becker reported that during the Public Planning Committee meeting a discussion took place concerning the "Residents First" initiative. She said that the Committee reviewed and approved the proposal for wheelchair access at Islanders Beach Park. Mrs. Becker said that she has received much support from the community at large as well as support from the Mayor for Council to discuss this matter further. Mrs. Becker also reported that she had participated in a virtual meeting held by the Department of Health and Environmental Control (DHEC) concerning the transfer station request from ArborNature. She said that she wants some kind of assurance from the Town that they will work to protect the environment.

Mr. Lennox reported that he had spoken to a number of people regarding the mask mandate. He said he was impressed by the information that had been presented to him about face coverings being a matter of choice, not law. Mr. Lennox said that at this time, he was still in favor of keeping the face covering ordinance in place, but would like to continue the discussions with citizens.

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

### **b. Report of the Intergovernmental Committee – Bill Harkins**

Mr. Harkins stated that he had no report.

### **c. Report of the Community Services & Public Safety Committee – Marc Grant**

Mr. Grant reported that the Committee met on September 9, 2020 where they reviewed, discussed, and interviewed candidates for the vacancy on the Planning Commission. He noted that Council would review the recommendation during Executive Session.

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

Mr. Ames reported that the Committee recently met where they discussed Land Management Ordinance amendments related to workforce housing and code changes with regard to sea turtle protection. He reported that both items would come before Council at the October 6, 2020 meeting.

### **e. Report of the Finance & Administrative Committee – Tom Lennox**

Mr. Lennox reported that the Committee had met earlier in the day where they discussed three items; (1) a financial update from the Finance Director, (2) reviewed a proposed budget amendment, and (3) received an update on the IT study.

## **9. Proclamations/Commendations – NONE**

## **10. Appearance by Citizens**

Jo Quliana, Christin Grieco, Tiffany Reeder, Iris Shedlock, Cherry Norris, and Joe Reinhardt addressed the members of Council about the right to choose to wear a face covering, and not being mandated to wear one.

Paul Meehan addressed the members of Council on the matters related to ArborNature. He expressed his concerns about the application submitted to DHEC for a transfer station on Summit Drive.

Patsy Brison addressed the members of Council on her concerns with the U.S. 278 Gateway Corridor Project.

Skip Hoagland addressed the members of Council on his concerns with the Chamber and ATAX funds.

## **11. Consent Agenda**

Mayor McCann explained to the Town Council that the Consent Agenda may be approved as a whole, with all noted agenda items included; or a member of Council may request that an item be removed from the Consent Agenda to further discuss.

Mrs. Becker stated that she would like to have the second reading of proposed ordinance 2020-18 taken up outside of the Consent Agenda. Mayor McCann confirmed, and asked for a motion to approve the Consent Agenda without the consideration of said proposed ordinance.

Mr. Harkins moved to approve the Consent Agenda without consideration of Proposed Ordinance 2020-18. Mr. Stanford seconded. By way of roll call the motion was approved 7-0.

### **a. Second Reading of Proposed Ordinance 2020-16 – Leg O' Mutton Road**

### **b. Second Reading of Proposed Ordinance 2020-21 - General Obligation Refunding Bonds**

## **12. Unfinished**

### **a. Second Reading of Proposed Ordinance 2020-18 – Electronic Meetings**

Second Reading of Proposed Ordinance 2020-18 to amend the Municipal Code of the Town of Hilton Head Island, South Carolina, by adding Section 2-5-15, to provide for regular and special meetings and public hearings of the Town Council and Town Boards and Commissions with final decision making authority, by Electronic Means during Declared States of Emergency; and by adding Section 2-5-16, to provide for meeting of Boards, Committees, and Commissions that do not have final decision making authority by Electronic Means; providing for exemptions; and providing for severability and effective date.

Mr. Harkins moved to approve. Mr. Stanford seconded. The members of Council had a brief discussion, some agreeing this permanent change is an appropriate route to take. Other members of Council stating that they felt it is unfair to the community to continue with this code change. With no further discussion, by way of roll call, the motion was approved by a vote of 5-2. Mrs. Becker and Mr. Grant both opposing.

## **13. New Business**

### **a. Consideration of a Resolution – Park Planning, Programming, & Implementation**

Consideration of a Resolution of the Town Council of the Town of Hilton Head Island, South Carolina, authorizing staff to move forward with recommendations per the Parks and Recreation Master Plan, Chaplin Linear Park, and the Shelter Cove Connectivity Project.

Mr. Ames moved to approve. Mr. Harkins seconded. Mayor McCann called on Shawn Colin to give a summary of this item to the members of Council. With little discussion, and by way of roll call, the motion was approved by a vote of 7-0.

### **b. Consideration of a Resolution – HUD/CDBG Entitlement Program 2019 CAPER**

Consideration of a Resolution of the Town Council of the Town of Hilton Head Island, South Carolina, approving the Community Development Block Grant (CDBG) 2019 Consolidated Annual Performance Evaluation Report (CAPER).

Mr. Harkins moved to approve. Mr. Stanford seconded. With limited discussion, by way of roll call, the motion was approved by a vote of 7-0.

### **c. First Reading of Proposed Ordinance 2020-222 - Budget Adjustments**

First Reading of Proposed Ordinance 2020-22 to amend the budget for the Town of Hilton Head Island, South Carolina, for the Fiscal Year ending June 30, 2021; to provide for the budgeted appropriations of prior year budget roll-forwards and certain other appropriations and commitments, and the expenditures of certain funds; to allocate the sources of revenue for the said funds; and provide for severability and an effective date.

Mr. Harkins moved to approve. Mr. Stanford seconded. Council discussed this item, noting that due to a change that was made during the Finance and Administrative Committee, it was not appropriate to continue with approval of the first reading.

Mr. Harkins moved to postpone this item. Mr. Stanford seconded. By way of roll call, the motion to postpone was approved by a vote of 7-0.

#### **14. Executive Session**

Mr. Gruber stated that an Executive Session was needed for the following items; (i) personnel matters, discussions of appointments of members related to boards and commissions; (ii) land acquisition, discussion of negotiation incidents related to the proposed sale, lease, or purchase of property in the Shelter Cove area; and (iii) land utilization, discussion of negotiation incidents related to the proposed sale, lease, or purchase of property.

At 5:45 p.m., Mr. Harkins moved to go into Executive Session for the reasons described by Mr. Riley. Mr. Stanford seconded. The motion was approved by a vote of 7-0.

#### **15. Possible Actions by Town Council Concerning Matters Discussed in Executive Session**

At 6:42 p.m. Council returned with the following actions:

Mr. Grant made a motion to appoint John R. Campbell to the Planning Commission as an at-large member to complete an unexpired term ending June 30, 2022. Mr. Stanford seconded. By way of roll call, the motion was approved by a vote of 7-0.

Mr. Harkins made a motion for Town Council to authorized the Mayor and Town Manager to execute and deliver a proposed contract by and between the Town of Hilton Head Island, South Carolina, and the Kingfisher at Shelter Cove, a South Carolina General Partnership, for the purchase and sale of 1.5 acres, more or less, in Shelter Cove on Hilton Head Island, and to take such other and further actions as may be necessary to complete the transaction described in the contract. Mr. Stanford seconded. By way of roll call, the motion was approved by a vote of 7-0.

#### **16. Adjournment**

By unanimous vote, the meeting adjourned at 6:49 p.m.

**Approved: October 6, 2020**

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John J. McCann, Mayor

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Krista M. Wiedmeyer, Town Clerk



Town of Hilton Head Island  
**TOWN COUNCIL**  
Monday, September 21, 2020 at 2:00 p.m.  
**SPECIAL MEETING MINUTES**

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

**Present from Town Staff:** Angie Stone, *Human Resources Director*; Krista Wiedmeyer, *Exec. Assist/Town Clerk*

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**1. Call to Order**

Mayor McCann called the meeting order at 2:00 p.m. By way of roll call, the attendance of Town Council was confirmed.

**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. Approval of Agenda**

Mr. Harkins moved to approve the agenda. Mr. Stanford seconded. By way of roll call, the motion was approved by a vote of 7-0.

**4. Executive Session**

At 2:04 p.m., Mr. Harkins moved to go into Executive Session for the reasons noted on the agenda. Mr. Stanford seconded. The motion was approved by a vote of 7-0.

**5. Possible Actions by Town Council Concerning Matters Discussed in Executive Session**

At 3:10 p.m., Council returned from Executive Session.

Mr. Harkins made a motion for Town Council to begin moving forward in the interview process with the following four candidates: Michael Bennett, Andrew Brannen, Joshua Gruber, and Bristol Ellington. Mr. Stanford seconded. By way of roll call, the motion was approved by a vote of 6-0, Mr. Grant had dropped off the meeting.

**6. Adjournment**

By unanimous vote, the meeting adjourned at 3:14 p.m.

**Approved: October 6, 2020**

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Krista M. Wiedmeyer, Town Clerk

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John J. McCann, Mayor



Town of Hilton Head Island  
**TOWN COUNCIL**  
Thursday, September 23, 2020 at 11:00 a.m.  
**SPECIAL MEETING MINUTES**

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

**Present from Town Staff:** Angie Stone, *Human Resources Director*; Krista Wiedmeyer, *Exec. Assist/Town Clerk*

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**1. Call to Order**

Mayor McCann called the meeting order at 11:00 a.m. By way of roll call, the attendance of Town Council was confirmed.

**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. Approval of Agenda**

Mr. Harkins moved to approve the agenda. Mr. Stanford seconded. By way of roll call, the motion was approved by a vote of 7-0.

**4. Executive Session**

At 11:03 a.m., Mr. Harkins moved to go into Executive Session for the reasons noted on the agenda. Mr. Stanford seconded. The motion was approved by a vote of 7-0.

**5. Possible Actions by Town Council Concerning Matters Discussed in Executive Session**

At 11:47 a.m., Council returned from Executive Session.

Mr. Stanford made a motion to temporary suspend the search for a new Town Manager so that the Town Council can have a greater field of finalists to choose from in making the appointment. Mr. Harkins seconded. Mr. Lennox stated that Council has engaged a nationally recognized executive search firm to conduct a nationwide search for our Town Manager. That effort generated over 100 responses and we narrowed that to 9 semi-finalists. However, to solicit 5 of those as finalists and invite them to an on-site interview and have only 2 confirm, we believe that 2 interviewees does not validate the process and the need for a Town Manager to take Hilton Head Island in to the future. This no way implies the qualifications of the 2 remaining applicants aren't sufficient to be Town Manager, rather it isn't a large enough sample to validate the process. With no further discussion, by way of roll call, the motion was approved by a vote of 7-0.

**6. Adjournment**

By unanimous vote, the meeting adjourned at 11:50 a.m.

**Approved: October 6, 2020**

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Krista M. Wiedmeyer, Town Clerk

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John J. McCann, Mayor



# **TOWN OF HILTON HEAD ISLAND**

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## *Community Development Department*

**TO:** Town Council  
**FROM:** Peter Kristian, *Chairman of the Planning Commission*  
**DATE:** September 23, 2020  
**SUBJECT:** Planning Commission Semi-Annual Report: March – September, 2020

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The following regular meetings were cancelled due to the State of Emergency declaration for COVID-19: March 4, 2020; March 18, 2020; April 1, 2020; April 15, 2020; May 6, 2020; May 20, 2020; June 3, 2020; June 17, 2020; and July 1, 2020. Special meetings were held on July 15, 2020, August 19, 2020, and September 16, 2020. An Our Plan Workshop with Town Council was held on August 26, 2020.

### **Capital Improvement Program (CIP) Recommendations**

On September 2, 2020, the Planning Commission voted 8-0-0 to recommend the CIP Fiscal Year 2021 Priority Projects to Town Council for approval, noting Main Street Rehabilitation as a high priority.

### **Land Management Ordinance (LMO) Amendments**

#### **Workforce Housing**

A request from the Town to amend the LMO to create a Workforce Housing Program, revise various sections of the LMO to allow Workforce Housing as a Permitted Subject to Use-Specific Conditions, and revise various sections of the LMO to specify the required conditions.

On August 19, 2020, the Planning Commission voted 8-0-0 to recommend approval of the amendments to Town Council with the following changes:

- Consider permitted WFH on properties between William Hilton Parkway and Pembroke Drive, as well as properties along Gardner Drive and Leg O' Mutton Road.
- Consider updating the purpose statement for zoning districts where WFH will be permitted to include a reference to residential or WFH use in the district.

#### **Our Plan (2020 Comprehensive Plan)**

- On August 26, 2020, the Planning Commission hosted an Our Plan Workshop with Town Council. Staff presented the draft Our Plan document and described the process and compliance with State requirements, community alignment, and management through the process. Judd Carstens, former Planning Commissioner and Chairman of the Our Plan Development Team, described the Development Team's work throughout the process. Members of Town Council and Planning Commissioners made comments and inquiries about the draft document and process.

- On September 16, 2020, the Planning Commission reviewed the complete Our Plan document and voted 8-0-0 to recommend by Resolution that Town Council adopt Our Plan, the Town of Hilton Head Island 2020 to 2040 Comprehensive Plan, with staff's recommended additions and revisions.

### **Street Renaming Applications**

#### **STDV-001236-2020, Firethorn Lane**

A request from Hilton Head Fire Rescue to rename a portion of Firethorn Lane to Firethorn Way to reduce confusion of addresses in the area and to ensure prompt emergency responses.

On July 15, 2020, the Planning Commission voted 7-0-0 to approve the application.

### **Zoning Map Amendments (ZMAs)**

#### **ZA-001245-2020, Arbor Nature**

A request from the Town to amend the Indigo Run PUD Master Plan to change the allowed uses and density of the Arbor Nature property at 76 Leg O' Mutton Road to either a Wholesale Landscape Nursery and Landscape Contractors Office with Outside Storage at up to 6,000 square feet per net acre, without any Grinding or Logging for the entire site or Residential at 8 units per net acre for the entire site.

On July 15, 2020, the Planning Commission voted 7-0-0 to recommend approval of the application to Town Council with the following conditions:

- Grinding is prohibited on this site.
- Logging or storage of logs is prohibited on this site.
- Tree or log length trailer trucks carrying logs are prohibited from entering this site.
- Dropping of logs is prohibited on this site.



# Items of Interest

August 18, 2020

## Town News

- ◆ A staff team has met to discuss the citizen idea of a covered overlook to be installed at Islanders' Beach Park. A candidate location has been identified adjacent to the current boardwalk, seaward of the primary line of vegetation. A Task Order from our on-call architect has been solicited for survey, design, permitting and the development of construction documents. Professional services are estimated to be in excess of \$20,000 based on the recommended features of the covered overlook. This item is slated to be reviewed by the Community Services and Public Safety Committee on October 26, 2020.
- ◆ The Federal Emergency Management Agency and the SC Department of Natural Resources announced the application period for Flood Mitigation Assistance grants opened on September 30, 2020. This program provides resources to assist efforts to reduce or eliminate the risk of repetitive flood damage to buildings insured under the National Flood Insurance Program. Applications must be for either a repetitive loss or severe repetitive loss structure. Individual property owners must apply for funding through the Town and the Town submits applications to SCDNR/FEMA for review and consideration. **The application deadline is November 16, 2020.** Interested property owners may contact Marcy Benson, Senior Grants Administrator, for more information and an application form.

Contact Information: Marcy Benson, Senior Grants Administrator  
1 Town Center Court, Hilton Head Island, SC 29928  
843-341-4689 or marcyb@hiltonheadislandsc.gov

## Town Meetings

- ◆ Parks & Rec. Commission – Thursday, October 8, 2020, 3:30 p.m.
- ◆ Design Review Board – Tuesday, October 13, 2020, 1:00 p.m.
- ◆ Planning Commission – Wednesday, October 14, 2020, 9:00 a.m.
- ◆ Accommodations Tax Advisory Committee – October 15, 2020, 9:00 a.m.
- ◆ Town Council – Tuesday, October 20, 2020, 4:00 p.m.

Currently all public meetings are being conducted virtually. The dates and times listed above are subject to change. For a complete list of meetings please visit the Town's website ([www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)).



# **TOWN OF HILTON HEAD ISLAND**

*Legal Department*

**To:** Stephen Riley, Town Manager  
**From:** Stephen Ryan, Staff Attorney  
**Date:** September 29, 2020  
**Subject:** Emergency Mask Ordinance Extension

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**Recommendation:**

Staff requests Town Council approve of the attached Mask Ordinance Extension.

**Summary:**

This Ordinance is an extension of the Emergency Mask Ordinance that has been in effect since July 1, 2020. The Ordinance was extended for an additional 60 days by Town Council at the August 18, 2020 Town Council meeting. The current extension will expire automatically October 17, 2020, if not extended by Town Council. The conditions and recommendations from State and Federal public health resources recommend extending the ordinance again. It requires masks be worn in Commercial Business Establishments within the Town of Hilton Head Island. It will automatically expire after 60 days.

**Background:**

The transmission of COVID-19 continues to present a danger throughout the State and on Hilton Head Island. CDC and DHEC recommend the wearing of masks in public setting to decrease the spread of COVID-19. This ordinance does not conflict any laws or executive orders.

**AN EMERGENCY ORDINANCE TO REQUIRE INDIVIDUALS TO WEAR FACE COVERINGS IN CERTAIN CIRCUMSTANCES AND LOCATIONS IN THE MUNICIPAL LIMITS OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE**

**WHEREAS**, on March 16, 2020, Mayor John J. McCann , under the authority of § 7-7-20, *Municipal Code of the Town of Hilton Head Island* (1983), declared that a State of Emergency exists throughout the Town as a result of impacts arising from the COVID-19 pandemic; and

**WHEREAS**, as of September 29, 2020 the State of Emergency still exists in the Town of Hilton Head Island; and

**WHEREAS**, the Centers for Disease Control and Prevention (“CDC”) and South Carolina Department of Health and Environmental Control (“SCDHEC”) advise the use of cloth or other types face coverings to slow the spread of COVID-19 in our communities and reduce the demand on the local health care delivery system; and

**WHEREAS**, there are large numbers of visitors and residents who patronize grocery stores, pharmacies, restaurants, retail establishments and other establishments within the municipal limits of the Town; and

**WHEREAS**, on August 2, 2020 South Carolina Governor Henry McMaster issued *Executive Order 2020-50*, urging counties and municipalities to adopt and implement mask ordinances to combat the spread of COVID-19; and

**WHEREAS**, on September 24, 2020, Governor McMaster issued *Executive Order 2020-62*, further extending the provisions from *Executive Order 2020-50*; and

**WHEREAS**, the Town Council finds that it is in the best interest of the Town that an Emergency Ordinance be adopted requiring the wearing of cloth or other types of face coverings in certain circumstances, and that the Emergency Ordinance be put into immediate effect; and

**WHEREAS**, Town Council may, by two thirds majority vote of those members present, adopt emergency ordinances authorized and limited by S. C. Code Ann. §5-7-250(d) (Supp. 2019) during a State of Emergency.

**NOW, THEREFORE, BE IT ORDERED, AND ORDAINED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, AND IT IS ORDAINED BY THE AUTHORITY OF THE SAID COUNCIL, AS FOLLOWS:**

1. As used in this Ordinance, “Face Covering” means a cloth or other type of masking device that covers the wearer’s nose and mouth, and which remains in place without use of the wearer’s hands.

2. As used in this Ordinance, “Commercial Business Establishment” means any establishment located in a closed building or other indoor environment that primarily sells or provides goods or services, or a combination of them, to the general public, including but not limited to, grocery stores, restaurants, lobbies and public spaces in hotels, motels, and timeshare complexes, pharmacies, bars, salons, retail stores, medical and dental offices.
3. Subject only to the exemptions and exceptions stated in Section 6 of this Ordinance, any person entering any Commercial Business Establishment in the municipal limits of the Town must wear a Face Covering while inside the Commercial Business Establishment.
4. Commercial Business Establishments shall post conspicuous signage at all entrances to the establishment informing its patrons of the requirements of Section (3) of this Ordinance.
5. All Commercial Business Establishments in the municipal limits of the Town shall require all employees to wear a Face Covering at all times that the employees are in any area where the general public is allowed, or when the employees must be in close proximity to one another.
6. The following persons are exempt from the requirements of this Ordinance:
  - (i) Any person who is unable to safely wear a Face Covering due to age, an underlying health condition, or who is unable to don or remove the Face Covering without the assistance of others is exempt from the requirements of this ordinance
  - (ii) Persons eating or consuming food and beverages
  - (iii) Persons receiving medical care or treatment
7. Any person found to have violated any mandatory provision of this Ordinance shall be guilty of a misdemeanor and shall be subject to the penalties set forth in Section 1-5-10, Municipal Code of the Town of Hilton Head Island (1983).
8. Any Commercial Business Establishment that is subject to this Ordinance at which three more violations of this Ordinance occur is hereby declared a nuisance. To abate the nuisance, the Town may:
  - (i) Seek a restraining order, preliminary injunction, permanent injunction, or any other means authorized under the Laws of the State of South Carolina to abate the nuisance; and,
  - (ii) Seek suspension or revocation of the business license issued by the Town, under the authority of Section 10-1-150 and Section 10-1-160, Municipal Code of the Town of Hilton Head Island (1983).

9. Should any provision, section, paragraph, sentence, or word of this Ordinance be rendered or declared invalid by any final court action in a court of competent jurisdiction or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences, or words of this Ordinance as hereby adopted shall remain in full force and effect.

10. This Ordinance shall become effective immediately following the adoption by the Town Council for The Town of Hilton Head Island, South Carolina, , and will expire on the sixty first day following adoption or the end of the State of Emergency in The Town of Hilton Head Island, South Carolina, whichever occurs first.

**MOVED, APPROVED, AND ADOPTED THIS \_\_\_\_\_ DAY OF October, 2020.**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Curtis L. Coltrane, Town Attorney**

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



## **MEMORANDUM**

**TO:** Town Council

**FROM:** John Troyer, CPA, Director of Finance

**VIA:** Stephen G. Riley, ICMA-CM, Town Manager

**DATE:** September 22, 2020

**RE:** **First Reading of Proposed Ordinance No. 2020-22**

---

### **Recommendation:**

Staff recommends Town Council approve the first reading of Proposed Ordinance No. 2020-22 which amends fiscal year 2021 budgets for amounts rolled forward from fiscal year 2020 for the General, Capital Project and Stormwater Funds. At its September 15, 2020 meeting, the Finance and Administrative Committee discussed this budget amendment, and voted to increase the Townwide Grant to the Concours d'Elegance to \$150,000. This change has been incorporated in the proposed ordinance, along with the addition of funding for the land purchase at 18 Harbourside Lane in the Shelter Cove Marina area.

### **Summary:**

This budget ordinance amends these funds by rolling forward budgeted funds from the prior year that were not encumbered by the end of the fiscal year. A roll-forward item is a budget for a program, technology or project that for various reasons was not started or completed at June 30, 2020. The ordinance also appropriates funds for the land purchases already approved by Town Council and provides operating grants and planning money.

### **Background:**

In the General Fund, Staff requests these departmental operating funds to be rolled to fiscal year 2021 to complete various projects and plans. Staff also requests a transfer from Public Safety to Parks and Recreation needs due to a cut in county funding, as well as new park responsibilities, and planning initiatives. Any General Fund budget remaining unused as of June 30, 2020 which is not specified in this proposed ordinance will not roll forward to fiscal year 2021 and will revert to the fund balance.

In the Capital Project Fund, once budgets are appropriated, they continue to roll forward until the project is complete. This proposed ordinance, however, includes new Capital Project Fund items for the purchase of two parcels on William Hilton Parkway in the Stoney Area, one parcel in the Shelter Cove Marina area, as well as planning initiatives. Additionally, this budget ordinance allows for Electric Franchise Fee Fund Balance to be reserved as a substitute for the \$12 million

beach emergency reserves in order to preserve reserves, as well as plan for the next beach renourishment project.

Stormwater Fund capital improvement project budgets also continue to roll forward until the project is complete. For Stormwater maintenance, repair, and inventory / modeling / mapping / master planning projects, Staff requests to carry forward unspent Stormwater appropriations to enable projects to be funded in the new year. Any remaining Stormwater Fund budget which is not specified in this proposed ordinance will lapse and revert to the fund balance.

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

**ORDINANCE NO.**

**PROPOSED ORDINANCE NO. 2020-22**

**AN ORDINANCE TO AMEND THE BUDGET FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, FOR THE FISCAL YEAR ENDING JUNE 30, 2021; TO PROVIDE FOR THE BUDGETED APPROPRIATIONS OF PRIOR YEAR BUDGET ROLL-FORWARDS AND CERTAIN OTHER APPROPRIATIONS AND COMMITMENTS AND THE EXPENDITURES OF CERTAIN FUNDS; TO ALLOCATE THE SOURCES OF REVENUE FOR THE SAID FUNDS; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, Section 5-7-260 of the Code of Laws of South Carolina requires that a municipal council act by ordinance to adopt a budget and levy taxes, pursuant to public notice; and

**WHEREAS**, the Town Council did adopt the budget on June 16, 2020, and

**WHEREAS**, pursuant to the budget amendment policy as stated in the Town's annual budget document, the Town Council is desirous of amending the budget so as to provide for the budgeted appropriations of prior year budget **roll-forwards** and certain other appropriations and commitments from the Fund Balance and other revenue sources.

**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:**

Section 1 Amendment. The adopted 2021 fiscal year budget is amended to make the following changes as additions to the funds from prior years and to the projected revenue and expenditure accounts as detailed in Attachment A.

Section 2. Town Council expands the language of the \$12 million Beach Preservation Fee to be \$12 million in Beach Preservation Fees or Electric Franchise Fees to total \$12 million. The purpose of this Section is to continue to preserve the \$12 million for emergencies, but to allow Electric Franchise Fees to be a part of the total (as available) in order to minimize debt required for the next Beach Renourishment project.

Section 3 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 4 Effective Date. This Ordinance shall be effective upon its enactment by the Town Council of the Town of Hilton Head Island.

**ORDINANCE NO.**

**PROPOSED ORDINANCE NO. 2020-22**

**PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF  
HILTON HEAD ISLAND ON THIS \_\_\_ DAY OF \_\_\_\_\_, 2020.**

\_\_\_\_\_  
John McCann, Mayor

ATTEST:

\_\_\_\_\_  
Krista Wiedmeyer  
Town Clerk

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Curtis Coltrane, Town Attorney

Introduced by Council Member:

\_\_\_\_\_

ATTACHMENT A

Budget Roll Forwards: General Fund

<u>Account Description</u>	<u>Amount</u>
<b>General Fund Revenues:</b>	
Electric Franchise Fees	350,000
Funds from Prior Years	481,328
<b>Total General Fund Revenue Budget Roll Forward</b>	<b><u>831,328</u></b>
<b>General Fund Expenditures:</b>	
<b>Town Council</b>	
Town Council Initiatives - Our Plan - carry forward	49,566
<b>Community Development</b>	
Comprehensive Planning - carry forward	43,565
Development, Review and Zoning - carry forward	91,038
CD Services - carry forward	6,432
Inspection / Compliance - carry forward	14,227
	<u>155,262</u>
<b>Public Projects and Facilities</b>	
Facilities Management - carry forward for work delayed due to COVID-19	150,000
<b>Fire Rescue</b>	
Administration - carry forward	110,000
Operations - carry forward	16,500
	<u>126,500</u>
<b>Public Safety</b>	
Beaufort County - transfer from Public Safety to Parks and Recreation	(1,387,960)
<b>Parks and Recreation</b>	
Island Recreation Association - offset cut in County Funding	140,000
Port Royal Site - park clean up and restoration of open space	350,000
Lowcountry Celebration Park - implementation of new park maintenance contracts	175,000
Park Maintenance - new parks responsibilities taken over from County	722,960
	<u>1,387,960</u>
<b>Townwide Grants</b>	
Concours d' Elegance -- grant	150,000
Arts Center of Coastal Carolina -- grant	200,000
	<u>350,000</u>
<b>Total General Fund Expenditure Budget Roll Forward</b>	<b><u>831,328</u></b>

ATTACHMENT A, CONTINUED

Budget Roll Forwards: Capital Project Fund

<u>Account Description</u>	<u>Amount</u>
<b>Capital Project Fund Revenues:</b>	
Real Estate Transfer Fees from Prior Years for land purchase	2,325,000
Electric Franchise Fees from Prior Years	500,000
<b>Total Capital Project Fund Revenue Budget Roll Forward</b>	<b><u><u>2,825,000</u></u></b>
<b>Capital Project Fund Expenditures:</b>	
<u>Funded by Real Estate Transfer Fees:</u>	
Land Purchase - Two Parcels on William Hilton Parkway - Stoney Area	1,450,000
Land Purchase - Shelter Cove Marina Parcel	875,000
	<u>2,325,000</u>
<u>Funded by Electric Franchise Fees:</u>	
Parks and Recreation planning initiative	500,000
<b>Total Capital Project Fund Expenditure Budget Roll Forward</b>	<b><u><u>2,825,000</u></u></b>

**Capital Project Fund Balance Note:**

Electric Franchise Fees Fund Balance:

Electric Franchise Fee Fund Balance will be reserved to supplement the \$12,000,000 Beach emergency reserves. This is being done to 1.) preserve reserves, and 2.) plan for the next beach renourishment project. The reserve will still total \$12 million.

Budget Roll Forwards: Stormwater Fund

<u>Account Description</u>	<u>Amount</u>
<b>Stormwater Fund Revenues:</b>	
Stormwater Utility Fees from Prior Years	1,338,331
<b>Total Stormwater Fund Revenue Budget Roll Forward</b>	<b><u><u>1,338,331</u></u></b>
<b>Stormwater Fund Expenditures:</b>	
Planned Unit Development Projects	905,645
Non-Planned Unit Development Projects	432,686
<b>Total Stormwater Fund Expenditure Budget Roll Forward</b>	<b><u><u>1,338,331</u></u></b>

**Stormwater Fund Note:**

This budget amendment is to carry forward unspent Stormwater appropriations to enable projects to be funded in the new year.

**ORDINANCE NO.**

**PROPOSED ORDINANCE NO. 2020-22**

**ATTACHMENT A, CONTINUED**

The effects of this budget amendment for fiscal year 2021 are presented below.

	General Fund		Cap Proj Fund		Debt Service	Total Governmental Funds		
	Expenditures	Revenues & Transfers In	Expenditures, Transfers Out & Other Uses	Revenues & Transfers In & Other Sources	Expenditures, Transfers Out & Other Uses	Revenues & Transfers In	Expenditures, Transfers Out & Other Uses	Revenues & Transfers In & Other Sources
Original Balance	\$ 42,558,448	\$(42,895,082)	\$ 6,471,000	\$ (6,471,000)	\$ 21,500,000	\$(21,500,000)	\$ 70,529,448	\$ (70,866,082)
TC Initiative Roll	50,000	(50,000)	-	-	-	-	50,000	(50,000)
Revised Balance	\$ 42,608,448	\$(42,945,082)	\$ 6,471,000	\$ (6,471,000)	\$ 21,500,000	\$(21,500,000)	\$ 70,579,448	\$ (70,916,082)
Amendment	831,328	(831,328)	2,825,000	(2,825,000)	-	-	3,656,328	(3,656,328)
Current Balance	\$ 43,439,776	\$(43,776,410)	\$ 9,296,000	\$ (9,296,000)	\$ 21,500,000	\$(21,500,000)	\$ 74,235,776	\$ (74,572,410)

Enterprise Fund  
Stormwater Fund

	Expenditures & Transfers Out	Revenues & Transfers In
Original Balance	\$ 5,450,000	\$(5,450,000)
Amendment	1,338,331	(1,338,331)
Current Balance	\$ 6,788,331	\$(6,788,331)

## Madhere Erica

---

**From:** Wilson Eileen  
**Sent:** Tuesday, July 14, 2020 2:09 PM  
**To:** Madhere Erica; Troyer John; Boring Heidi  
**Subject:** roll over requests from Community Development Department

Good afternoon,

### Comprehensive Planning:

Please roll forward the **travel** - due to COVID-19 earlier this year, many conferences and training were cancelled and will need to be made up for in FY2021.

**Consulting** - The consulting we will use toward the mailings, signage, etc for both **Workforce Housing** and **the Historic Neighborhood Overlay**.

I will also need +/- \$50k out of the **Our Plan remainder**. The \$150,000.00 that was moved is sitting in the visioning budget. Account #10510820-55300-11103.

JR

### FY2020

#### Comprehensive Planning Balances

Account #	Account	Approved Balance	\$ Spent to Date	Current Balance
11585520-53010	Travel	9,300	3,243	6,057
11585520-53020	Mtgs/Confs.			
11585520-53065	Training			
11585520-54010	Books/Subs/Dues			
11585520-53410	Printing & Publish.			
11585520-53350	Consulting	52,208	14,700	37,508

Total \$43,565

### Development Review & Zoning:

Please roll forward the **travel** - due to COVID-19 earlier this year, many conferences and training were cancelled and will need to be made up for in FY2021.

**Consulting** - The Consulting we will use toward projects postponed. Plus approx.. \$12,000 will go to CIP project for surveying and for wetland delineation on Marshland property.

**Printing & Publishing** – for LMO Supplements for amendments approved by Town Council.

**FY2020**

**Development Review & Zoning Balances**

Account #	Account	Approved Balance	\$ Spent to Date	Current Balance
11585020-53010	Travel	10,350	4,080	6,270
11585020-53020	Mtgs/Confs.			
11585020-53065	Training			
11585020-54010	Books/Subs/Dues			
11585020-53410	Printing & Publish	39,588	4,145	35,443
11585020-53350	Consulting	49,829	505	49,325
11585020-54100	<b>Tools &amp; Equip</b>			

Total \$91,038

**CD Services**

Please roll forward the **travel** and **training** - due to COVID-19 earlier this year, many conferences and training were cancelled and will need to be made up for in FY2021

**FY2020**

**CD SERVICES**

Account #	Account	Approved Balance	\$ Spent to Date	Current Balance
11585120-53010	Travel	4,340	1,032	3,308
11585120-53020	Mtgs/Confs.			
11585120-53065	Training	4,550	1,426	3,124
11585120-54010	Books/Subs/Dues			
11585120-53410	Printing & Publish.			

Total \$6,432

**Inspections**

Please roll forward the **travel** and **training** - due to COVID-19 earlier this year, many conferences and training were cancelled and will need to be made up for this year.

**Printing & Publishing** – for mandatory printing of the floodplain brochures.

**FY2020**

**INSPECTION/COMPLIANCE**

Account #	Account	Approved Balance	\$ Spent to Date	Current Balance
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11582420-53010	Travel	12,545	3,900	8,645
11582420-53020	Mtgs/Confs.			
11582420-53065	Training	7,862	4,906	2,956
11582420-54010	Books/Subs/Dues			
11582420-53410	Printing & Pub	6,210	3,584	2,626
11582420-54230	Uniforms			
11582420-54770	Unsafe Mitigation			

Total \$14,227

Thank you and if you need anything else from our department, please let me know!

**Eileen Wilson**  
 Senior Administrative Assistant  
 Town of Hilton Head Island  
 1 Town Center Court  
 Hilton Head Island, SC 29928  
 843-341-4691  
[eileenw@hiltonheadislandsc.gov](mailto:eileenw@hiltonheadislandsc.gov)  
[www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)



## Madhere Erica

---

**From:** Troyer John  
**Sent:** Monday, July 13, 2020 11:07 AM  
**To:** Madhere Erica  
**Subject:** FW: FY 21 Budget Carry Forward

Erica – please see below. This is to update our list.

Thanks,

John

---

**From:** Tadlock Brad  
**Sent:** Monday, July 13, 2020 11:06 AM  
**To:** Troyer John <johntr@hiltonheadislandsc.gov>  
**Cc:** Fister Joheida <JoheidaF@hiltonheadislandsc.gov>; Nold Laura <lauran@hiltonheadislandsc.gov>; Blankenship Chris <ChrisB@hiltonheadislandsc.gov>; Tadlock Brad <BradT@hiltonheadislandsc.gov>  
**Subject:** FY 21 Budget Carry Forward

John,

This email documents our discussion on July 10<sup>th</sup> related to the carryover funding from the FY20 budget needed in the FY 21 budget.

The following funding is requested to be carried forward to support project work / initiatives that could not be accomplished in FY20 due to the commitment of Fire Rescue's personnel in the planning and response to the COVID-19 pandemic, which is still on-going.

- \$30,000 – This funding is a reimbursement amount for the failed Tyler Technology staffing module. The funding was held for Fire Rescue to support the purchase of a staffing management program that can be migrated to MUNIS for payroll purposes.
- \$41,500 – Funding in the amount of \$16,500 for Learning Management System (LMS) from Account 12021020-54010-12012 and \$25,000 For Records Management Systems from Account 12029520-53700-12023.

The additional funds above those two amounts are needed to ensure the project can be completed and to pay for the first year maintenance fees which are typically included in the agreements when purchasing this type program.

- \$55,000 – Funding for on-going operating expenses for the Public Safety Systems Infrastructure Account (12029520 53418 12023).
- \$15,000 – This is the remaining funds in EM Capital budget for Fire Rescue. Request they be rolled forward to support potential purchases should the restrictions on spending be lifted by the Town Manager.

Please let us know if you have any questions.

Thank You,

Brad Tadlock  
Fire Chief  
Hilton Head Island Fire Rescue  
40 Summit Drive  
Hilton Head Island, SC 29926  
O: (843) 682-5153  
M: (843) 247-3743  
[bradt@hiltonheadislandsc.gov](mailto:bradt@hiltonheadislandsc.gov)  
[www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)





# TOWN OF HILTON HEAD ISLAND

## *Community Development Department*

**TO:** Stephen G. Riley, ICMA~CM, *Town Manager*  
**VIA:** Shawn Colin, AICP, *Director of Community Development*  
**VIA:** Jennifer Ray, ASLA, *Deputy Director of Community Development*  
**FROM:** Taylor Ladd, *Senior Planner*  
**DATE:** September 24, 2020  
**SUBJECT:** Parks and Recreation Master Plan, Part 1

---

### **Recommendation:**

The Parks and Recreation Commission recommends that Town Council adopt the *Parks and Recreation Master Plan, Part 1*.

The Parks and Recreation Commission met on July 23, 2020, and voted 7-0 to recommend adoption of the *Parks and Recreation Master Plan, Part 1* by Town Council.

### **Summary:**

The *Parks and Recreation Master Plan, Part 1* (Master Plan) presents a needs assessment, analyses, and recommendations for the Town to consider to increase the level of service across the community over the next ten years. The Master Plan has been incorporated into and underpins Section 4.0, the Parks +Recreation element of *Our Plan*, the Town's proposed 2020 to 2040 Comprehensive Plan.

Adoption of the Master Plan will support *Our Plan*, and engage the Town's efforts for future parks and recreation planning through remaining parts of the process. Upon adoption the Master Plan will function as an appendix in *Our Plan*.

### **Background:**

In August 2019 the Town hired Lose Design to prepare a Parks and Recreation Master Plan for Hilton Head Island. Lose Design worked with Town staff, the Parks and Recreation Commission, and Our Plan Parks and Recreation Task Group to develop the plan. After an extensive community engagement period and professional assessment, Part 1 of the Master Plan was presented to the Parks and Recreation Commission. Part 1, incorporated into *Our Plan*, includes recommendations for improvements to existing parks as well as recommendations for new park construction. The path forward for the Master Plan Parts 2-4 is outlined in Exhibits A and B (Parks and Recreation Master Plan Summary and Process).

### **Attachments:**

Exhibit A: *Parks and Recreation Master Plan Summary*

Exhibit B: *Parks and Recreation Master Plan Process*

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA ADOPTING THE PARKS AND RECREATION MASTER PLAN, PART 1.**

**WHEREAS**, parks and recreation are recognized as important to the health, well-being, and quality of life for Island residents and visitors;

**WHEREAS**, having high quality parks and recreation is an important part of the Town of Hilton Head Island's interest and investment for the Island community;

**WHEREAS**, in 1996 the Town of Hilton Head Island adopted the Recreation and Open Space Plan, and amended it in 1998 and 2000;

**WHEREAS**, in 2005 the Town added the Recreation element to the Comprehensive Plan to update and replace the Recreation and Open Space Plan;

**WHEREAS**, in 2019 Town Council set a Parks and Recreation Master Plan as a priority initiative for 2019;

**WHEREAS**, in August 2019 the Town of Hilton Head Island hired Lose Design to prepare a Parks and Recreation Master Plan;

**WHEREAS**, the Town of Hilton Head Island's consultant, Lose Design, has prepared a Parks and Recreation Master Plan Part 1 including recommendations for new parks and recreation facilities and improvements to existing parks and recreation facilities;

**WHEREAS**, on July 23, 2020 the Parks and Recreation Commission reviewed the Parks and Recreation Master Plan Part 1 and recommended adoption;

**WHEREAS**, the Parks and Recreation Master Plan Part 1 has been incorporated into Section 4.0, Parks + Recreation, of Our Plan, the Town's proposed 2020 to 2040 Comprehensive Plan; and

**WHEREAS**, the Parks and Recreation Master Plan Part 1 will be appended to Our Plan.

**NOW, THEREFORE BE IT, AND IT HEREBY IS RESOLVED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, THAT** the Parks and Recreation Master Plan Part 1 is hereby adopted.

**MOVED, APPROVED, AND ADOPTED ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2020.**

\_\_\_\_\_  
John J. McCann, Mayor

ATTEST:

\_\_\_\_\_  
Krista M. Wiedmeyer, Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Curtis Coltrane, Town Attorney

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



**Town of Hilton Head Island**  
***Parks and Recreation Master Plan***

**Staff Summary**  
**June 29, 2020**

Lose Design, the consultant hired by the Town to prepare a parks and recreation master plan, delivered a report that evaluated the Town’s public parks and recreation system, which includes recommendations designed to increase the level of service across the community over the next ten years. Their report, “Parks and Recreation Master Plan, Part 1”, includes budget, staffing, maintenance, and needs assessments, with a gap analysis. The process involved extensive community input gathered through a variety of methods including stakeholder interviews, focus group meetings, open houses, and a community input survey. It also included input from the Parks and Recreation Task Group and the Parks and Recreation Commission.

This document, called a “master plan”, is a technical document. The content is comprised of data analysis and assessment with recommendations. While the report is a good start, it is not the end, but rather part of a larger process to plan for and implement changes to the Island’s parks and recreation system, including facilities, programs, and operations.

The plan provided by Lose Design comprises *Part 1* of the Town’s overarching effort for the parks and recreation system. It provides a foundation that is integral to taking the next steps toward progress for parks and recreation. *Part 2* will utilize and incorporate this information into *Our Plan Section 4.0 Parks + Recreation*, which will guide recreation planning and policy direction for the Town of Hilton Head Island. *Part 2*, with input from the Task Group and the Parks and Recreation Commission, will result in Action Items for the Town as well as Goals, Strategies, and Tactics specific to parks and recreation on the Island.

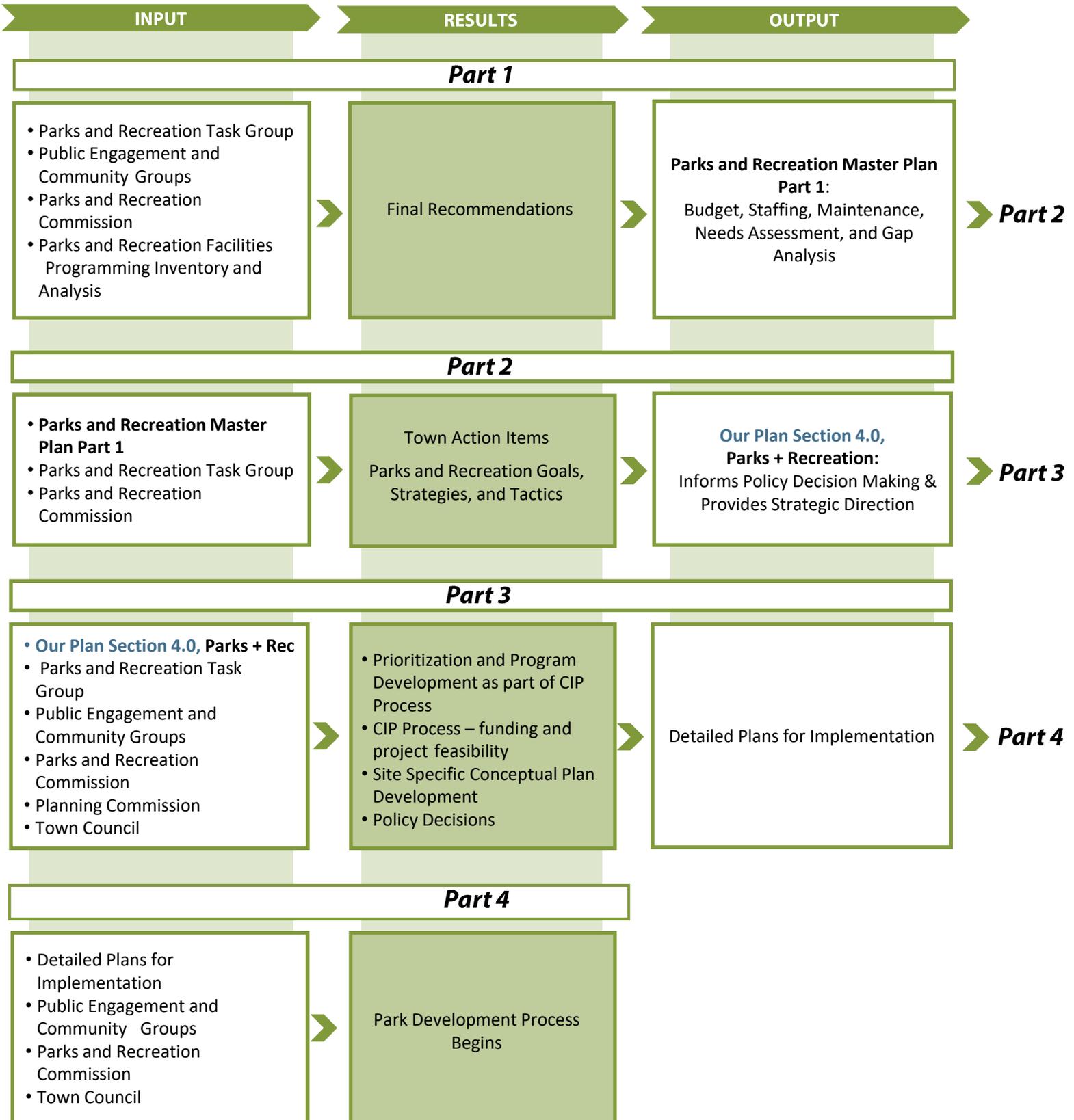
*Our Plan* will serve as a foundation for *Part 3*, which will include prioritization of recommendations, program development for specific sites, funding and feasibility analysis, and development of conceptual site plans. *Part 3* will also include extensive community input, recommendations from the Parks and Recreation Commission and Planning Commission, and will guide policy decisions to be made by Town Council. *Part 4* includes the implementation process. Exhibit B, attached, provides a closer look at the break-down of the four parts comprising the Parks and Recreation Master Plan for the Town.

This process and its outcomes will result in the Town of Hilton Head Island being recognized for best-in-class parks and recreation through a diversity of recreational, arts, and quality of life offerings for all island residents and visitors.

Staff joins Lose Design in thanking our elected officials, board members, commissioners, staff, and citizens who participated in the development of *Part 1* of the Master Plan, and look forward to continued participation as we move forward through the other phases toward implementation.

**EXHIBIT B**

Parks and Recreation Master Plan Process





# **TOWN OF HILTON HEAD ISLAND**

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## *Community Development Department*

**TO:** Stephen G. Riley, ICMA~CM, *Town Manager*  
**VIA:** Shawn Colin, *AICP, Director of Community Development*  
**VIA:** Jennifer Ray, *ASLA, Deputy Director of Community Development*  
**FROM:** Taylor Ladd, *Senior Planner*  
**CC:** Teri Lewis, *AICP, Deputy Director of Community Development*  
**DATE:** September 24, 2020  
**SUBJECT:** Our Plan, Town of Hilton Head Island 2020-2040 Comprehensive Plan

---

### **Recommendation:**

The Planning Commission recommends by Resolution that Town Council adopt *Our Plan*, the Town of Hilton Head Island 2020 to 2040 Comprehensive Plan, with recommended additions and revisions per Exhibits A through G.

The Planning Commission held a public hearing for *Our Plan* on September 16, 2020, and voted 8-0 on a Resolution that Town Council adopt *Our Plan* with staff's recommended additions and revisions (Exhibits A through F).

The Planning Commission hosted a workshop with Town Council on August 26, 2020 to discuss *Our Plan*. No action was taken, however several comments were submitted to consider for additions or revisions to the plan (Exhibit B).

The Comprehensive Plan Committee met on August 25, 2020, and voted 3-0 to recommend the Planning Commission adopt a resolution recommending *Our Plan* for adoption by Town Council with the suggested edits included in Exhibit A.

The Development Team met on August 12, 2020, and voted 7-0 to recommend the Comprehensive Plan Committee forward *Our Plan* to the Planning Commission and consider the attached comments as discussed during the meeting (Exhibit A).

### **Summary:**

Adoption of *Our Plan* will meet the requirements of the State's Comprehensive Plan Enabling Legislation and will provide a foundation for the Island's growth and development.

As the 2020 to 2040 Comprehensive Plan for the Town of Hilton Head Island, *Our Plan* provides a baseline of existing conditions and outlines goals, strategies, and tactics for the future of the Town and Island community. It also serves as a tool for the Town and community leaders to strengthen and preserve the Island culture, image, character, and unique sense of place.

**Background:**

The Town's Our Future community engagement initiative developed the Vision for *Our Plan*. The Town's preferred future is to focus on the revitalization and modernization of its economy and infrastructure while building an inclusive and diverse community. A cross section of the environment, society, and the economy defines sustainability for *Our Plan*, where a community balanced in these three things has viable economic development, a resilient built environment, and equitable social conditions. *Our Plan* will help to usher this vision forward by directing the Town's focus and parameters for future policy and decision making.

On September 27, 2018, the Public Planning Committee adopted the Principles and Process to guide development of *Our Plan*.

On April 2, 2019, Town Council approved a Resolution creating the Development Team as an ad hoc committee of the Planning Commission to support the development of *Our Plan*.

The Development Team, which began meeting in May of 2019, met eleven times over the course of the *Our Plan* initiative, and ensured that the adopted Principles and Process were followed, and that there was meaningful coordination between the *Our Plan* Work Groups.

*Our Plan* Work Groups held over 90 public meetings in 2019, and reconvened in March 2020 to review the drafted Core Value chapters. The Parks and Recreation Task Group met in July 2020 to review the drafted Section 4.0, Parks + Recreation.

Staff coordinated the Development Team, Work Groups, and Park and Recreation Task Group with comprehensive community engagement activities, and delivered the draft for *Our Plan*.

Attachments:

Exhibit A, *Development Team Comments*

Exhibit B, *Our Plan Workshop Comments*

Exhibit C, *Our Island's Gullah Community, Supplement for Section 2.0, Cultural Resources (Reference Exhibit B Item 10.1.2)*

Exhibit D: *Revised Parks + Recreation Section 4.7, Recommendations and Action Items (Reference Exhibit B Item 11.4.1)*

Exhibit E: *Proposed Section 3.2, The Elements and Core Values (Reference Exhibit B Item 14.1.1)*

Exhibit F: *Our Plan Typographic and Editorial Corrections Proposed by Staff*

Exhibit G: *Our Plan Planning Commission Comments*

Exhibit H: *Planning Commission Resolution*

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

**ORDINANCE NO. 2020-**

**PROPOSED ORDINANCE NO. 2020-24**

**AN ORDINANCE TO PROVIDE FOR THE ADOPTION OF OUR PLAN, THE TOWN OF HILTON HEAD ISLAND 2020-2040 COMPREHENSIVE PLAN; AND TO PROVIDE FOR SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, In May of 2010, Town Council adopted the Town of Hilton Head Island Comprehensive Plan and subsequently in 2012 and 2017 updated the Plan; and

**WHEREAS**, the Town of Hilton Head Island Comprehensive Plan is required to be updated in accordance with Sections 6-29-520 and 6-29-530 of the Code of Laws of South Carolina; and

**WHEREAS**, Our Plan is the proposed Town of Hilton Head Island 2020 to 2040 Comprehensive Plan; and

**WHEREAS**, Town staff, the Our Plan Development Team, and the Planning Commission were asked to rewrite the Comprehensive Plan for the Town of Hilton Head Island; and

**WHEREAS**, Our Plan meets the requirements of The Comprehensive Planning Enabling Act of 1994 and its updates; and

**WHEREAS**, Our Plan includes the following core values: Relentless Pursuit of Excellence, Redefining Environmental Sustainability, Revitalizing and Modernizing the Economy, Fostering an Inclusive Multi-dimensional Community, Building a Connected and Collaborative Community Fabric, Expanding to Embrace an Integrated Regional Focus, and Innovative Approach to Create ‘Right-sized’ Infrastructure; and

**WHEREAS**, Our Plan includes the following elements: Cultural Resources, Natural Resources, Population, Housing, Community Facilities, Economic Development, Land Use, Transportation, Recreation, and Priority Investment and adopted appendices; and

**WHEREAS**, on August 12, 2020, the Our Plan Development Team voted to recommend that Our Plan be forwarded to the Comprehensive Plan Committee of the Planning Commission for review; and

**WHEREAS**, on August 25, 2020, the Comprehensive Plan Committee of the Planning Commission voted to recommend that Our Plan be forwarded to the full Planning Commission for review; and

**WHEREAS**, on September 16, 2020, the Planning Commission reviewed Our Plan, conducted a public hearing, and voted and approved a Resolution recommending adoption by Town Council with staff’s recommended revisions and additions; and

**WHEREAS**, on October 6, 2020, Town Council conducted a public hearing to receive input and comments on Our Plan; and

**WHEREAS**, Town Council now desires to adopt Our Plan as the Town of Hilton Head Island 2020 to 2040 Comprehensive Plan;

**NOW, THEREFORE, BE IT ORERED AND ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SC; AND IT IS ORDAINED BY SAID AUTHORITY OF THE SAID COUNCIL:**

**Section 1. Adoption:** Our Plan, the Town of Hilton Head Island 2020 to 2040 Comprehensive Plan, attached hereto as Exhibit A is hereby adopted pursuant to Article 2 of Chapter 1 of Title 16 (adopted July 21, 1998) of the Municipal Code of the Town of Hilton Head Island, South Carolina and Sections 6-29-510, 6-29-520, and 6-29-530 of the Code of Laws of South Carolina.

**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 by the Town Council of the Town of Hilton Head Island, South Carolina.

Passed, approved, and adopted, by the Town Council of the Town of Hilton Head Island this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

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

**ATTEST:**

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

**Public Hearing:** \_\_\_\_\_  
**First Reading:** \_\_\_\_\_  
**Second Reading:** \_\_\_\_\_

**Approved as to form:**

\_\_\_\_\_  
**Curtis Coltrane, Town Attorney**

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

## Exhibit A

### Development Team Comments

The following items were discussed by the Development Team at their meeting on August 12, 2020. In this exhibit, staff has provided a response and proposed Our Plan revisions per the Development Team comments for the Comprehensive Plan Committee's consideration.

#### 1. Housing

1.1. **Comment:** Clarify what is meant by "vacancy" in terms of its meaning and use in Section 2.0, Housing Element.

1.1.1. Add definition and description for "vacancy" on page 62 and in Section 6.1, Definitions: In the context of housing demographic data and for municipal statistical analysis purposes, vacancy means a housing unit that is not occupied full time. Vacant housing units are either occupied part time as a second home or short term rental unit.

1.2. **Comment:** Suggest addition of a graphic about the 4% and 6% tax designations for properties on the Island that can be used as a baseline for the community.

1.2.1. Add to Section 2.0, Housing Element, information about the property tax designations with a graphic or map depicting how it is distributed on the Island. This could be added

#### 2. Healthcare

2.1. **Comment:** Data from Table 2.7 on page 71 suggest healthcare is one of the top 5 employment industry sectors on the Island. Healthcare should be better represented in Our Plan.

*Where Healthcare is addressed in Our Plan:*

- a. Section 2.0, Community Facilities and Economic Development Elements
  - b. Section 3.0, Chapter 1, Excellence: Key Ideas Shaping Excellence
  - c. Section 3.0, Chapter 2, Economy: Overview, Strategy 5.3 (healthy aging), Strategy 5.4
  - d. Section 3.0, Chapter 4, Inclusive: Key Ideas Shaping Our Inclusive Community, Opportunities for our Inclusive community, Goal 7 Keyword is Healthcare
  - e. Section 3.0, Chapter 5, Connected: Strategy 4.2 (aging in place)
  - f. Section 3.0, Chapter 6, Regional: Key Ideas Shaping Our Regional Focus
  - g. Definition for Housing, page 184.
- 2.1.1. Add a definition for healthcare as a reference in Section 3.0, Chapter 4, Inclusive, and in Section 6.1, Definitions: Healthcare for Our Plan encompasses the land use, economic development, and community facility components of the healthcare industry for the Island and region. While the Town's jurisdictional duties do not fall within the realm of healthcare, actions can be taken by the Town to bolster future development through Land Use

regulations and economic development engagement to promote private sector investment.

- 2.1.2. Add Excellence Strategy 2.12: Recognize the importance of the private healthcare sector to the Island's economy and quality of life through continued consideration for ways to bolster advancements and private investment.
- 2.1.3. Add Economy Strategy 6.5: Continue to advance opportunities where possible for the Town to have a role in the workforce development and private sector investment in the healthcare industry.
- 2.1.4. Revise Inclusive Strategy 7.3: Foster an environment that will promote innovation and private sector investment in the local healthcare industry ~~that can facilitate advancements such as telemedicine.~~ to attract a qualified and talented work force and provide opportunities for expanding the industry through land use regulations.
- 2.1.5. Revise Regional Strategy 1.4: Develop programs and policies to encourage the private sector to become involved in addressing issues such as housing, climate change, environmental protection, ~~and education,~~ and healthcare across the region.
- 2.1.6. Cross reference Excellence 2.12, Economy 5.4, Economy 6.5, Inclusive Goal 7, and Regional 1.4.

### 3. Workforce Development

- 3.1. **Comment:** There is a lot of discussion about workforce housing, but Our Plan does not appear to address workforce development.

*Where Workforce Development is addressed in Our Plan:*

- a. Section 3.0, Chapter 2, Economy: Goal 6 Keyword is Workforce.
- 3.1.1. Revise Regional Goal 2 Keyword: Workforce ~~Housing~~
- 3.1.2. Revise Regional Goal 2: ~~To increase supply of workforce housing~~ improve and expand opportunities for workforce development and housing on Hilton Head Island and in the region.
- 3.1.3. Revise Regional Strategy 2.1: Pursue regional cooperation of public, private, and nonprofit agencies in meeting area housing and workforce needs.
- 3.1.4. Add Regional Strategy 2.5: Look for ways to coordinate with regional and local economic development partners to strengthen avenues for workforce development on the Island.
- 3.1.5. Cross reference Economy Goal 6 and Regional Goal 2.

#### 4. Transportation

- 4.1. **Comment:** Transportation element is missing from Excellence, which should encompass all the elements. For example, our multi-use pathway network is exceptional and unique and it should be acknowledged through Transportation in Excellence.
- 4.1.1. Cross reference Excellence Strategy 1.6 to Infrastructure Goal 1.
- 4.1.2. Cross reference Excellence Tactic 1.6.1 to Infrastructure Strategy 1.3.

#### 5. Technology

- 5.1. **Comment:** Does Our Plan address or provide direction for the increased reliance on remote services for Town operations, or for continuing to pursue online municipal services?

*Where this is addressed in Our Plan:*

- a. Section 3.0, Chapter 1, Excellence: Strategy 3.5 and Tactic 3.5.3
  - b. Section 3.0, Chapter 5, Connected: Strategy 1.1
  - c. Section 3.0, Chapter 7, Infrastructure Goal 7
  - d. Section 5.6, Priority Investment Strategy 5.1
- 5.2. **Comment:** Is there a plan for developing Island-wide internet infrastructure?
- a. The Town works with public and private service providers when necessary and feasible in the development of internet access and cellular infrastructure for the Island.

#### 6. Education

- 6.1. **Comment:** Things that make real communities include having a good education and recreation system and good healthcare.
- a. **Staff Comment:** The discussion about education should be expanded in concert with additional information being added about healthcare.
- 6.1.1. Add a definition for education as a reference in Section 3.0, Chapter 4, Inclusive, and in Section 6.1, Definitions: Education for Our Plan encompasses the land use, economic development, and community facility components of the education sector for the Island and region. While the Town's jurisdictional duties do not fall within the realm of education, actions can be taken by the Town to bolster future development through Land Use regulations and economic development engagement to promote private sector investment and to partner with the Beaufort County School District, USCB, and other private education facilities and programs.

6.1.2. Add Excellence Strategy 2.13: Recognize the importance of the public and private education sector to the Island's economy and quality of life through continued consideration for ways to bolster education opportunities, partnerships, and private investment.

6.1.3. Cross reference Excellence Strategy 2.13 and Inclusive Goal 1.

## 7. Disaster Mitigation (Resilience)

7.1. **Comment:** Disaster mitigation needs to be a part of the futuristic thinking as far as the plan is concerned.

*Where this is addressed in Our Plan:*

- a. Section 3.0, Chapter 2, Environment: Goal 6
- b. Section 3.0, Chapter 7, Infrastructure: Goal 3
- c. Section 5.6, Priority Investment Goal 3

## 8. Marketing/ Branding

8.1. **Comment:** Is there potential for Town investment in advertising to attract more residential homebuyers?

*How the Town's scope on this topic is addressed in Our Plan:*

- a. Section 3.0, Chapter 1, Excellence: Opportunities for Excellence, Our Ideals of Excellence, Strategies 1.1, 1.3, 2.10
- b. Section 3.0, Chapter 3, Economy: Goal 3, Strategies 3.2, 4.1, 4.2, 4.3 and Tactic 4.1.1

## 9. Our Plan Language

9.1. **Comment:** Suggest the use of more proactive or stronger language in the goals, strategies, and tactics to propel the Town or community to do more and take action. This will cause the Town to take a leadership role and ensure we get things done. The use of "encourage" does not seem to be strong enough.

- a. **Staff Comment:** As Our Plan progresses through the adoption process, Planning Commission and Town Council can address if they concur, align with, or want to change language and wording in the plan.

## Exhibit B

### Our Plan Workshop Comments

The following items were discussed by the Planning Commission and Town Council at a workshop held on August 26, 2020. In this exhibit, staff has provided a response and proposed Our Plan revisions per the Planning Commission, Town Council, and public comments for the Planning Commission's consideration.

The numbered sections below carry over from Exhibit A, Development Team Comments, for continuity.

#### 10. Gullah Community

- 10.1. **Comment:** It would be good to see an area in the plan that speaks specifically to Gullah Geechee issues. The Gullah community should be featured more in the plan.

*Where the Gullah Community is addressed in Our Plan:*

- a. Section 2.2, Our History Timeline
- b. Section 2.3, Cultural Resources Element, pages 27-31, 37
- c. Section 3.0, Chapter 1, Excellence: Strategy 2.2
- d. Section 3.0, Chapter 2, Environment: Overview discussion
- e. Section 3.0, Chapter 3, Economy: Goal 4 about Tourism
- f. Section 3.0, Chapter 4, Inclusive: Multiple discussions in chapter, Goal 2, Goal 3, Goal 4, Goal 5, Goal 6, Goal 8
- g. Section 3.0, Chapter 5, Connected: Tactic 4.1.2
- h. Section 3.0, Chapter 7, Infrastructure: Overview discussion

10.1.1. The Gullah Geechee Culture Preservation Report Executive Summary with recommendations will be included in the Our Plan appendix for reference.

10.1.2. A discussion about Our Island's Gullah Community will be added to the Culture Resources element in Section 2.3 after page 27. See Exhibit C for the proposed content.

- 10.2. **Comment:** What is the Goodwill Church listed in the Timeline on page 23 in the 1865 information? Where did this come from?

10.2.1. Further research on this topic shows at some point in time the historic First African Baptist Church assumed the name Goodwill Baptist Church before reverting back to its original name. Goodwill Church was not formed out of the First African Baptist Church.

Revise the first paragraph under 1865 on page 23: Several historic African American churches formed out of this church, including St. James, Goodwill, Central Oak Grove, and Mt. Calvary.

## 11. Parks + Recreation

11.1. **Comment:** The map of Town parks on page 218 is labelled incorrectly.

11.1.1. The map will be corrected and updated.

11.2. **Comment:** Many private pathways on the Island within gated communities are part of roadways and not actual separated paths.

11.2.1. Add a note to the pathways maps on pages 86 and 227: In some locations on the Island, private pathways are marked sections of roadway where pathway users share the road with motorized vehicles.

11.3. **Comment:** The Park Maintenance discussion on page 223 is inaccurate.

11.3.1. Proposed revision: **Park Maintenance.** Maintenance of parks and recreational facilities is done by both the Town and County through shared informal agreements. The Island Recreation Association also shares in some of the responsibility. The County maintains the active recreation facilities, such as ballfields and multi-purpose fields. The Town's Facilities Management Division maintains the passive parks and beach parks located on Town properties. Table 4.3 lists the current maintenance responsibilities of each entity at specific Island parks. The Town also contracts with Shore Beach Services under a beach patrol franchise agreement to assist with patrolling and servicing the 13 miles of beach. According to the assessment for park maintenance in the Master Plan, the current level of maintenance is inconsistent. There is a high level of expectation by residents and visitors for the Island to have highly maintained parks and recreational facilities. Having a distribution of maintenance across multiple agencies is a major cause for the discrepancies in the delivery of this service. Some parks have a high level of maintenance, and others fall short of public expectations. It is recommended for maintenance responsibilities to be consolidated under one agency. If the opportunity to do this is not possible, the Town will need to investigate creative solutions to ensure park maintenance continues to meet the needs and expectations of the community. Maintaining the expected level of service could impact the fiscal resources of the Town, which also has to be taken into consideration when looking to the Town's Facilities Management Division to assume more responsibility for the parks. As mentioned, the Town should also continue to pursue ownership for all parks on the Island.

11.3.2. Add to the inset about Master Plan Recommendations:

- The Town of Hilton Head Island should take over maintenance of all the parks on the Island with financial assistance from the County. This would require the Town Manager to negotiate an agreement with the County to

take over maintenance of the County park properties located on the Island.

11.3.3. Revise Table 4.3 to reflect current conditions.

11.4. **Comment:** More clarity is needed to identify how Recommendations and Actions Items link to the Parks and Recreation Goals and to each other.

11.4.1. Key the Parks and Recreation Goals and Strategies to the Recommendations and Action Items in Section 4.7. See Exhibit D for the Section 4.7 proposed revision.

11.4.2. Add the following to the end of the second paragraph on page 255: All recommendations and action items are keyed with related Parks + Recreation Goals and Strategies.

11.4.3. Revise the first two sentences in the first paragraph on page 263: Town staff has reviewed the Master Plan, received community input, and developed action items for Town officials to consider in addition to the final recommendations. These action items with the final recommendations officially convey the findings ~~and final recommendations in~~ from the Master Plan that will best serve the interests of the Town for current and future park planning.

11.5. **Comment:** The pathways goals on page 226 does not include “safety.”

11.5.1. Revise:

- to guide the development and maintenance of a multi-use pathway transportation system that provides safe access and mobility throughout the Town
- to educate people about pedestrian and bicyclist transportation and safety
- to reduce traffic volumes by encouraging pathway use
- to provide opportunities for safe recreation and enjoyment for residents and visitors

11.6. **Comment:** Why include future parks on the parks map, page 218.

**Staff Comment:** The projected near future parks for the Island are included on the parks map to account for their inclusion in the “Gap Analysis” discussed on pages 233-235. Future parks proposed for development in the near future (next five years) are included in this analysis to demonstrate the improved level of service their inclusion in the parks system will provide for the Island community.

- 11.7. **Comment:** Why is Lowcountry Celebration Park classified as a “Regional Park?” Do we need a “Regional Park?”

*Where this is addressed in Our Plan:*

- a. Section 4.3, Our Parks: Discussion about Park Classifications
- b. Section 4.3, Our Parks: Defined on Table 4.1, NRPA Park Classifications
- c. Section 4.3, Existing Parks: Green text box to the lower right on page 219 discusses classification of Lowcountry Celebration Park as a “Regional Park.”
- d. Section 4.4, Gap Analysis: Page 233, last paragraph, third sentence

**Staff Comment:** Having regional parks is part of a holistic parks and recreation system for the Island. The Island is a destination for visitors from our neighboring municipalities, communities, and counties. There are many parks and open spaces on the Island serving a regional service area. Given the amenities and draw expected for Lowcountry Celebration Park as a place for recreation and as a venue, its location in a popular visitor area on the Island, and the desire to present a well-rounded parks system, staff does not recommend re-classifying Lowcountry Celebration Park to a “community park.” Its cross-over function as a community park for the Island is noted in the text in the last paragraph on page 233. The park is also included in the gap analysis as a functional “community park.”

- 11.8. **Comment:** Why is pickleball not on the NRPA park metrics Table 4.5, page 231?

**Staff Comment:** According to the NRPA, pickleball and golf are not included in the standard analysis method used for park facilities. Instead, the Town has relied on community engagement input to capture well-rounded public preferences.

- 11.9. **Comment:** There does not seem to be any mention of “greenways” in the “Pathways” goal for Parks + Recreation.

*Where Greenways are addressed in Our Plan:*

- a. Section 3.0, Chapter 2, Environment: Tactic 4.2.1
- b. Section 3.0, Chapter 7, Infrastructure: Tactic 1.9.2
- c. Section 4.3, Our Parks: Discussion about Park Classifications
- d. Section 4.4, Multi-use Pathway Network: Discussion about the Town’s pathway network
- e. Section 4.7, Final Recommendations: 1.15, 1.15.1, 1.16, 1.16.2, 1.17, 1.17.1, 2.3, 2.3.1
- f. Section 4.7, Action Items: 1.4

- 11.10. **Public Comment:** There is no pedestrian advocacy. It is an area of opportunity and attention to this by the Town deserves a mention.

*Where pedestrians are addressed in Our Plan:*

- a. Section 3.0, Chapter 5, Connected: Strategy 2.1
- b. Section 3.0, Chapter 7, Infrastructure: Key Ideas Shaping Our Infrastructure, definition for “Multi-Use Pathway Network.”
- c. Section 3.0, Chapter 7, Infrastructure: Goal 1, Definition for Transportation Network
- d. Section 3.0, Chapter 7, Infrastructure: Strategy 1.3, tactics 1.9.7, 1.10.2
- e. Section 4.4, Multi-Use Pathway Network, page 226: Town primary goals for the pathway network
- f. Section 4.5, Bicycle Advisory Committee, page 242
- g. Section 4.6, Parks + Recreation Goals and Strategies: Strategy 5.2, Tactic 5.2.1
- h. Section 4.7, Action Items: Items 2.3.3, 2.3.4

## 12. Best-in-Class

- 12.1. **Comment:** We need to define what “Class” we are in.

*Where Best-in-Class is addressed in Our Plan:*

- i. Section 6.1, Definitions: Best-in-Class is defined as “a description for the aspirational vision of the Island as state-of-the-art, and having high achievement and recognition, world-class environments, and embodying the three tenets of sustainability.”
- j. Section 6.2, Index: the term has 18 mentions in the Our Plan text
- k. Section 4.6, Parks + Recreation Goal 2 keyword

- 12.1.1. Add the definition in the margin on page 97 at first mention in the text, and on page 251 where is it a keyword in Parks + Recreation.

## 13. Our Plan: Goals, Strategies, and Tactics

- 13.1. **Comment:** We need a way to break down the goals, strategies, and tactics. The number of these in document seems voluminous. Is there a way to condense this down to a smaller size?

- a. **Staff Comment:** According to staff analysis of the goals, strategies, and tactics in Our Plan, there are several strategies and tactics resulting from current projects, initiatives, or Town operations. Many of these have to be maintained in the Town’s Comprehensive Plan in order to ensure foundational support for continuity of operations and existing initiatives and projects. Not all strategies and tactics are brand new ideas or suggestions.
  - About 53% of the 243 strategies are current projects, initiatives, or operations the Town is already conducting.

- About 43% of the 215 tactics are current projects, initiatives, or operations the Town is already conducting.
  - The 2010-2030 Comprehensive Plan for the Town had 153 goals. Our Plan presents a third of this number with 51 total goals.
- b. **Staff Comment:** Staff is preparing an Our Plan Guidebook. The document will present condensed information about Our Plan and act as a quick reference guide for staff, elected and appointed officials, and the community. Staff is looking into producing an online version of Our Plan to allow real-time tracking for the plan and interactive search features.

## 14. The Elements

- 14.1. **Comment:** Is there a way to show how the nine elements are integrated? We need a chart to make it clear.

*Where this is addressed in Our Plan:*

- a. Each Chapter includes a matrix drawing comparisons between the Core Value goals and strategies with the elements.
- b. Sections 4.6 and 5.6 include a matrix comparing the Parks + Recreation and Priority Investment goals and strategies with the Cover Values, respectively.
- c. All comparison tables are included in Appendix 7.2.B.

- 14.1.1. Diagrams organizing comparisons for the Core Value goals and strategies by element will be included in the introduction to Section 3.0 as a new Section 3.2, and in the Appendix as a new Section 7.2.C. See Exhibit E for a sample of the proposed Section 3.2, The Elements and Core Values.

## 15. Recycling

- 15.1. **Comment:** We need to be sure Our Plan addresses recycling.

*Where this is addressed in Our Plan:*

- a. Section 3.0, Chapter 2, Environment: Goal 1, Strategies 1.2, 1.3, 1.4
- b. Section 3.0, Chapter 6, Regional: Strategy 4.4

## 16. Potable Water

- 16.1. **Comment:** There is no reference in the plan to our potable water source and capacity. It would be good to have this data.

- 16.1.1. Add to page 70, Water and Wastewater, information requested from HHPD about the Island's potable water source and capacity.

## 17. The Bridge/ U.S. 278 Corridor

- 17.1. **Comment:** The Infrastructure chapter should have more to support the future reconstruction of the U.S. 278 bridge.

*Where this is addressed in Our Plan:*

- a. Section 3.0, Chapter 7, Infrastructure: Page 183, Key Ideas Shaping Infrastructure for Land Transportation
- b. Section 3.0, Chapter 7, Infrastructure: Page 186, Opportunities for Our Infrastructure
- c. Section 3.0, Chapter 7, Infrastructure: Goal 1 (Transportation), Tactic 1.1.2
- d. Section 5.2, Collaboration: Discussion about regional collaboration for CIP projects

## 18. Our Plan Vision

- 18.1. **Public Comment:** During the August 19 meeting of the Planning Commission, Chairman Kristian asked where the vision statement could be found in the 370-draft. It would be good to include it on the cover, in the name of the plan, i.e., "Our Plan: Reinventing Sustainability ... Again!"

*Where the Vision is addressed in Our Plan:*

- a. Executive Summary
- b. Section 1.2, Our Vision
- c. Section 1.3, Our Comprehensive Plan
- d. Section 3.0, Our Core Values
- e. Section 3.2, Chapter 2, Environment: Overview
- f. Section 3.2, Chapter 4, Inclusive: Overview
- g. Section 3.2, Chapter 5, Connected: Overview
- h. Section 5.6, Priority Investment Goals and Strategies

**Staff Comment:** Staff does not recommend at this time making alterations to the title and cover for Our Plan. The Vision for Our Plan is addressed in the plan in numerous locations. The name "Our Plan" is a functional descriptor of the Vision as described on page 9 with the Our Future + Comprehensive Plan diagram.

## 19. Our Future Vision and Strategic Action Plan

- 19.1. **Public Comment:** Under Environment, on page 115, in section 2.1, add "2.1.4 Develop a unique environmental ecosystem research laboratory to research environmental challenges as a barrier island and to address challenges of climate change." This strategic action is included on p. 37 of "Our Future Vision and Strategic Action Plan" and is missing from the current draft of Our Plan.

Under Regional, on page 175, in section 4.2, add "4.2.2 Develop a unique environmental ecosystem research laboratory to research environmental challenges as a barrier island and to address challenges of climate change." This strategic action is included on p. 37 of "Our Future Vision and Strategic Action Plan" and is missing from the current draft of Our Plan.

*Where this is addressed in Our Plan:*

- a. Section 3.0, Chapter 2, Environment: Goal 1, Strategy 1.4; Goal 2, Strategies 2.1, 2.4; Goal 3, Strategy 3.3; Goal 4, Strategies 4.2, 4.6; Goal 5, Strategies 5.2, 5.3, 5.4; Goal 6, Strategies 6.5, 6.6; Goal 7, Strategy 7.5
- b. Section 3.0, Chapter 6, Regional: Goal 4, Strategy 4.2

**Staff Comment:** There are many great ideas and strategies discussed in the Our Future Plan for the Island community; however, not all these ideas, such as creating a research laboratory, fall within the scope or purview of the Town's operations. The Environment and Regional Work Groups chose to address this facet of the Our Future Plan through various strategies about partnerships and educational opportunities in the Environment and Regional chapters. Staff does not recommend the addition of new strategies as proposed by public comment. This is addressed in Our Plan in a way that falls within the Town's scope of work for the community.

## 20. Transportation

- 20.1. **Public Comment:** The following phrase from the current [2010-2030] Comprehensive Plan of the Town should be retained and included: "Investigate all possible alternatives to widening William Hilton Parkway before committing to such a project." The phrase is found on page 141 of the current plan. It should be included under Transportation in addition to the current language in 1.1.3 or instead of that language.

*How this is addressed in Our Plan:*

- a. Section 3.0, Chapter 7, Infrastructure, page 182-138: Implications for Land Transportation Goal
- b. Section 3.0, Chapter 7, Infrastructure, page 186: Opportunities for Our Infrastructure
- c. Section 3.0, Chapter 7, Infrastructure: Tactics 1.1.2, 1.1.3, 1.1.4

**Staff Comment:** Staff does not recommend the change to Tactic 1.1.3 as proposed by public comment as a discussion about widening William Hilton Parkway is too specific for a Comprehensive Plan. Other tactics and discussion in the Infrastructure chapter cover this statement in a more general manner and provide a foundation for the specific needs that may arise to address changes to William Hilton Parkway's infrastructure.

## 21. Section 5.0, CIP and Priority Investment

- 21.1. **Public Comment:** Did the public and did the Planning Commission's CIP Committee provide input in this section?

*Where this is addressed in Our Plan:*

- a. Section 5.1, Overview, page 269, third paragraph: Priority Investment is inclusive of all the Core Values, and Parks and Recreation, so there was no work group or specific community group organized to address it during the Our Plan process. Each group did identify opportunities for priority investment through the course of developing their chapters.

**Staff Comment:** The purpose of this section is to tie the capital improvements needs identified in Our Plan and adopted Town plans to forecasted revenues for the current and upcoming fiscal years. It presents a framework for achieving capital infrastructure described in Our Plan. To that end, the section is a synthesis of prior comprehensive plan development efforts and the Town's CIP budget, which are both public processes. The CIP Committee did not review this section since it is the role of the Comprehensive Plan Committee to conduct a review of the plan. The members of any Planning Commission sub-committee have the opportunity to make sub-committee specific comments in their capacity as Planning Commissioners during the adoption process.

## Exhibit C

### Our Island's Gullah Community Supplement for Section 2.0, Cultural Resources (Reference Exhibit B Item 10.1.2)

#### Our Island's Gullah Community

Today, the Island is home to a small, resident Native Islander Gullah population. Their contribution to the character and culture of the Island is very important to the community fabric, economy, and unique appeal of the Island. Over time, however, the Gullah culture has been in steady decline. This has been the result of family land (heirs' property) lost to incompatible development policy, tax sales, or acquisition as the Island has changed since the 1950s. The percentage of the Island's African American population, comprising the Gullah community, has been in steady decline or some time according to population data, *Figure 2.21*.

In response to concerns over this loss of the culture and population, the Town established the Gullah Geechee Land and Cultural Task Force (Gullah Task Force) in 2017. Their mission is, *"to identify and assist in the preservation of the Gullah Geechee culture for the purpose of detecting and resolving issues specific to its community, including, without limitation, heirs' property, taxes and land use, economic and sustainability issues for an improved quality of life, and through on-going education programs, workshops and seminars."*

Since 2017, the Gullah Task Force has worked steadily with staff to see the addition of a Historic Neighborhoods Preservation Administrator on Town staff, and the adoption of the **Gullah Geechee Culture Preservation Project Report** (Report). The three main purposes of this project were to: 1) Create a broad strategy for Gullah Geechee cultural preservation, 2) Identify potential revisions to the Land Management Ordinance (LMO) and other land use and development related policies, and 3) Identify tools for addressing the heirs' property issues. According to the Report it is,

*"... important to understand the strong relationship between the topics of cultural preservation, public policies, and heirs' property. The ultimate goal of cultural preservation is to preserve the very existence of the Gullah people as residents of Hilton Head Island. The best way to achieve that goal is to provide them with economic sustainability. To gain economic*

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sustainability, current challenges related to public policies and heirs' property must be overcome (Report, 2)."

The three major issues identified include cultural preservation, public policies, and heirs' property. The Report's Executive Summary, including recommendations, is included in Our Plan *Appendix 7.2.D*. The Report discusses in more detail each of the issues affecting the Gullah community.

The Town continues to work with the Gullah Task Force to prioritize the recommendations outlined in the Report and seek ways to implement them in a sustainable manner to continue to build trust with the Gullah community and further their preservation. Some ways to learn more about the history and culture of the Island's Gullah community include The Gullah Museum of Hilton Head Island; the Heritage Library; events at Historic Mitchelville Freedom Park; Gullah Heritage Trail Tours; or programs and classes at the Coastal Discovery Museum.

## 4.7 Recommendations & Action Items

Throughout the Master Plan process, recommendations have been presented to assist the Town with making decisions for the future parks and recreation system, projects, and operations. The Master Plan's function as a needs assessment presents clear indicators for areas where the Town excels, and where it has challenges. The Town will use these professional recommendations to make informed decisions for the future of the Island community's investment in parks and recreation.

This section presents the initial and final rounds of professional recommendations provided in the Master Plan, as well as proposed Town action items. All recommendations and action items are keyed with relevant Parks + Recreation goals and strategies.

### Initial Recommendations

In support of the Master Plan, and in response to Town Council's request for input on potential big projects for the near future to consider during their 2019 retreat, Lose Design formulated the following initial capital improvement recommendations. These recommendations are based on the analysis of the Town's parks and recreation needs and preferences gathered early in the process. They were intended to provide a broad stroke draft to be improved as the master plan process is completed. At the time of the initial recommendation development, a majority of the community engagement and analysis portions of the process had been completed, so these recommendations were well informed. Note these are not all shovel-ready types of capital projects, and do not include recommendations pertaining to maintenance and operations.

As a step in the process towards the final recommendations, they are included here for reference. The Task Group and Parks and Recreation Commission both reviewed this information. The Commission further made a recommendation for Town Council to consider what was presented in the initial review.

### Final Recommendations

The final version of the Master Plan presents the following list of final recommendations in the Executive Summary. This list, compiled by the consultant, is based on a comprehensive review of the Town's parks and recreation system through the Master Plan's inventory, analysis, and public engagement processes. The final recommendations are inclusive of capital projects, as well as operations, funding, and maintenance.

## Initial Recommendations

### Goal 1 ● .....1. PARKS, EXISTING & PROPOSED

Goal 2 ●

#### Strategy 1.4 ● 1.1 Crossings Park

Strategy 2.2 ● .....1.1.1 Consolidate baseball and softball facilities to Crossings Park.

Strategy 2.3 ● 1.1.2 Retain the three baseball fields at this location.

Strategy 1.1 ● .....1.1.3 Build 2-3 additional baseball/ softball fields at Crossings Park to address identified inventory deficit.

1.1.4 Add parking to support this expansion.

Strategy 2.1 ● .....1.1.5 Add a significant playground amenity to add community park recreation features to this property.

#### 1.2 Chaplin Park

1.2.1 Develop a new master plan for Chaplin Park for a more efficient and user-friendly design.

Strategy 1.1 ● .....1.2.2 Build three multi-sport fields for soccer, football and lacrosse:

a. Build two multi-sport synthetic rectangular fields

b. Built one natural surface multi-sport field

Strategy 2.1 ● .....1.2.3 Replace support buildings (concessions, bathroom buildings and shelters).

Strategy 1.3 ● .....1.3 Mid Island Park (*proposed future park*)

Strategy 1.4 ●

Strategy 2.2 ● 1.3.1 New community park on the north end of the island to include:

Strategy 5.1 ● .....a. Bike trails (away from roads)

b. Disc golf

c. Adventure play area

### Goal 2 ● .....2. RECREATION FACILITIES

Strategy 1.4 ● .....2.1 Pickleball Complex

Goal 6 ●

Strategy 2.2 ● .....2.1.1 Develop a significant pickleball complex to include:

Strategy 6.1 ● a. Lighted courts based on recommendations from Sports Facility Advisory

b. Support facilities such as restrooms and concessions

Strategy 1.4 ● .....2.1.2 This facility could be located at an existing, reconfigured park or a future park.

#### Goal 8 ● .....2.2 Additional Playgrounds

Strategy 1.4 ● .....2.2.1 Add new or update existing playgrounds at sports parks and special use parks to broaden the targeted users of these properties and help to serve the few underserved portions of Hilton Head Island.

Strategy 2.1 ●

#### Goal 6 ● .....2.3 Sand Volleyball Complex

Strategy 2.2 ● .....2.3.1 Develop six to eight competition level sand volleyball courts to support the growing high school and collegiate sport.

Strategy 1.4 ● .....2.3.2 This facility could be located at an existing, reconfigured park or a future park.

# Final Recommendations

- 1. PARKS, EXISTING & PROPOSED** ..... ● Goal 1  
 ● Goal 2  
 ● Strategy 1.4
- 1.1 Barker Field** ..... ● Goal 6
- 1.1.1** Barker Field should be redeveloped as a neighborhood park to include the following:
  - a.** Build three to four practice fields (football, soccer, etc.)
  - b.** Add a new playground with poured-in-place surface ..... ● Strategy 2.1
  - c.** Add a 1/2-mile walking path ..... ● Strategy 5.1      ● Strategy 2.3
  - d.** Include 120 parking spaces
  - e.** Include a new bathroom building in the area of the existing baseball/softball fields
- 1.1.2** Work with partner agency to improve level of maintenance or consider ..... ● Strategy 1.2  
 taking over maintenance responsibilities from PALS.      ● Strategy 2.3
- 1.2 Bristol Sports Arena** ..... ● Goal 5
- 1.2.1** Bristol Sports Arena may benefit by being incorporated into the larger Crossings Park with connections made by pathways that allow the existing improvements to stay in place.
- 1.3 Chaplin Community Park** ..... ● Goal 5  
 ● Goal 6
- Chaplin Community Park provides a wide variety of recreation opportunities for residents and visitors to the Town of Hilton Head Island. The recommendations for Chaplin Community Park were included in the initial recommendations provided by Lose Design in November of 2019. The planning team is recommending a Concept Plan be developed for the park with the following considerations:
  - 1.3.1** Resolve the conflict between debris management services and multipurpose athletic fields.
  - 1.3.2** Build two bathroom buildings; concessions; pathways. .... ● Strategy 2.1
  - 1.3.3** Add a natural turf multi-sport rectangular field to be used for casual ..... ● Strategy 1.3  
 activities in addition to organized athletics.
  - 1.3.4** Rebuild the tennis and add a pickleball complex (12 replacement tennis ..... ● Strategy 6.1  
 courts; 24 pickleball courts, clubhouse, pro shop and support amenities, parking and plaza with restroom buildings).
  - 1.3.5** Build a new large ADA accessible playground structure. .... ● Strategy 2.1
  - 1.3.6** Consider overall park redevelopment (parking; lighting; trails)..... ● Strategy 1.4  
 ● Strategy 2.2      ● Goal 8
- 1.4 Cordillo Tennis Courts**
- 1.4.1** Park signage should be added to the Cordillo Parkway entrance to identify the park as open to the public.
- 1.4.2** Play should be monitored to determine if other improvements are needed.
- 1.4.3** Consider court lighting.
- 1.4.4** Consider additional parking.
- 1.4.5** Consider adding a bathroom building.

## Final Recommendations

- Goal 6 ● ..... **1.5** Crossings Park
- Strategy 2.2 ● ..... **1.5.1** Consolidate all Island baseball/softball fields at Crossings Park.
- Strategy 2.3 ● **1.5.2** Redevelop existing baseball fields.
- 1.5.3** Replace existing concessions and plaza.
- Strategy 1.1 ● ..... **1.5.4** Add two 300' baseball fields.
- 1.5.5** Add additional parking.
- Strategy 1.4 ● ..... **1.5.6** Develop new park amenities (a dog park; splash pad and/or playground; pathways).
- Strategy 2.1 ● **1.5.7** Add irrigation.
- Strategy 2.2 ●
- 1.6** Hilton Head Park (Old Schoolhouse Park)
- 1.6.1** Add signage to identify the park property.
- Goal 8 ● ..... **1.6.2** Add ADA accessible pathways connecting the parking area to park amenities.
- Strategy 1.4 ● ..... **1.6.3** Consider adding a small playground feature and picnic pavilion to diversify the park's offerings and attract more visitors.
- Goal 4 ● ..... **1.6.4** Evaluate possibilities for a non-motorized boat launch or pier. If conditions do not support this improvement, add an observation deck to provide opportunities for birding and marsh views.
- Goal 2 ● ..... **1.7** Island Recreation Center
- Goal 3 ● **1.7.1** While the planning team does not foresee additional improvements within the next 10 years, the Town should work with staff of the Island Recreation Center to identify new programmatic and facility needs for the center.
- Goal 3 ● ..... **1.8** Betsy Jukofsky Xeriscape Garden
- 1.8.1** Identify garden as a public park.
- Strategy 3.2 ● ..... **1.8.2** Interpretive signage for plantings.
- 1.8.3** Re-imagined/updated plantings.
- Strategy 1.2 ● ..... **1.8.4** Improved maintenance.
- Strategy 2.3 ●
- 1.9** Compass Rose Park
- 1.9.1** Address reconditioning of park elements.
- 1.10** Greens Shell Park
- Strategy 2.1 ● ..... **1.10.1** Replace the playground equipment and add a poured-in-place surface to reduce maintenance requirements of the current mulch.
- Strategy 2.3 ●
- Goal 3 ● ..... **1.10.2** Make a stronger connection to the adjacent cemetery and archaeological site with the addition of historic interpretive panels or public art.
- Strategy 3.2 ●

## Final Recommendations

- 1.11** Historic Mitchelville Freedom Park ..... ● Goal 3
- 1.11.1** This park should be celebrated for its cultural significance and natural beauty. Efforts to continue and expand the story of the families who founded Mitchelville should be supported by the Town through interpretive programs, tours, and special events.
- 1.11.2** Physical improvements are currently being considered in a master planning effort being undertaken for the park by the Historic Mitchelville Freedom Park organization. Any changes to the site should take this planning effort into consideration.
- 1.12** Honey Horn ..... ● Goal 3
- 1.12.1** Any additions or changes to the site should follow the recommendations outlined in the Coastal Discovery Museum Strategic Plan 2016-2022 or updated versions.
- 1.13** Jarvis Creek Park
- 1.13.1** Consider a poured-in-place surface for the playground to reduce ..... ● Strategy 2.1  
..... ● Strategy 2.3  
necessary maintenance of the sand fall surface.
- 1.14** Rowing and Sailing Center at Squire Pope Community Park ..... ● Goal 3  
..... ● Strategy 4.2
- 1.14.1** A playground is currently planned for the park using Community Development Block Grant (CDBG) funds. Additionally, there is room for future expansion of the park. If interest in rowing increases, the Town may want to consider a facility with classrooms to use for rowing and kayak instruction, safety training, or related outdoor education activities.
- 1.15** Shelter Cove Community Park and Veterans Memorial ..... ● Strategy 1.3  
..... ● Goal 5
- 1.15.1** Shelter Cove is one terminus of the 2012 conceptual plan for Chaplin Linear Park and is one of the few parks that are not directly connected by public pathway to the larger pathway system. Today, bicyclists must navigate the Shelter Cove Town Centre parking areas to reach the pathway system. This is inappropriate for a destination park like Shelter Cove and should be addressed through construction of the Chaplin Linear Park.
- 1.16** Beach Parks ..... ● Goal 4
- Beach parks include Alder Lane Beach Access, Burkes Beach, Coligny Beach Park, Driessen Beach Park, Fish Haul Beach Park, Folly Field Beach Park, and Islanders Beach Park.
- 1.16.1** Add beach mats to Burkes Beach. .... ● Goal 8
- 1.16.2** Create a low impact “beach path” for bicyclists linking Burkes Beach and ..... ● Goal 5  
Islanders Beach Park.
- 1.16.3** Include discreet beach path signage identifying Burkes Beach, Driessen Beach Park, Folly Field Beach Park, and Islanders Beach Park accesses.
- 1.16.4** Create a beach park at Burkes Beach per the Chaplin Linear Park plans to anchor its terminus at the beach.

## Final Recommendations

### Goal 5 ● ..... 1.17 Mid Island Tract

- 1.17.1** A new community park on the Mid Island Tract is recommended based on size, location, and pathway connectivity. This property could be the location for additional bicycle paths that carry riders away from vehicular traffic. This location could also easily provide for disc golf or footgolf courses.
- 1.17.2** Consideration of multi-use sports fields is recommended for this property. Sports fields in this location would help to improve the Town's resiliency during natural disasters.

### 1.18 Park Classifications

- 1.18.1** Adding community park features like the recommended dog park, splash pad/playground and trails to Crossings Park would expand that property's purpose and serve a wider variety of park user.
- 1.18.2** The addition of Lowcountry Celebration Park, which is currently under construction, and the proposed park on the Mid Island Tract property would vastly increase the areas of Hilton Head Island that are within two miles of a community park.

### Goal 2 ● ..... 2. RECREATION FACILITIES

#### Strategy 1.4 ● ..... 2.1 Pickleball Complex

Goal 6 ●

Chaplin Community Park would be a good location for a pickleball complex. The HHI Pickleball Club has developed a conceptual plan for a pickleball facility within Chaplin Community Park. The planning team reviewed this concept and recommends additional features that will allow the facility to better serve the recreation and social aspects of this popular sport. The facility should:

- 2.1.1** Provide a clubhouse/pro shop that will allow for socializing between games.
- 2.1.2** Provide adequate parking (150 spaces) in addition to the 24 courts and shelter proposed by the Pickleball Club's concept.

#### Strategy 1.4 ● ..... 2.2 Pump Track Facility

Strategy 2.2 ●

- 2.2.1** A pump track facility is recommended in the park at the Mid Island Tract or within an existing park such as Crossings Park or Chaplin Community Park.

### Goal 5 ● ..... 2.3 Pathways

- 2.3.1** When considering new path routes, look for opportunities to carry users away from vehicular traffic.
- 2.3.2** Consider strategic widening of pathways in popular sections to accommodate user groups and amount of use.
- 2.3.3** Look for locations to extend pathways to make connections from residential areas and vacation areas to major destinations, where feasible.

## Final Recommendations

**2.3.4** Consider developing trailheads to support the network. Two potential locations include the northwest corner of Squire Pope and U.S. 278, and near Shelter Cove Community Park to support the Chaplin Linear Park.

**2.3.5** Consider delineating a beach biking route between Burkes Beach and Islander’s Beach Park.

### 2.4 Water Access .....● Goal 4

**2.4.1** Look to expand or improve, where possible, existing locations providing public water access if it is not feasible to add new locations.

### 2.5 Beach Access

**2.5.1** Ensure there is emergency access through private developments to the beach where needed or feasible, specifically along the 4.5 mile stretch between Coligny Beach Park and Singleton Beach.

### 2.6 General

**2.6.1** Develop a facility use agreement and review the current facility rental agreements.

**2.6.2** Expand and make improvements to existing facilities to provide improved programming opportunities as outlined in the facility evaluation section of the Master Plan.

## 3. PROGRAMMING .....● Goal 3

### 3.1 Sports Tourism .....● Goal 6

**3.1.1** Sports Facilities Advisory (SFA) does not recommend including plans for a new multipurpose sports venue.

**3.1.2** SFA recommends utilizing current and future facilities/locations that are primarily intended for local recreation as venues for occasional sports tourism tournaments and events.

**3.1.3** SFA recommends developing a plan to attract, host, and retain events that will utilize the outdoor pickleball complex (particularly when new courts are added) and/or beach-based events including sand volleyball and beach soccer.

**3.1.4** Pursue sailing, kayaking, and paddleboard races and events.

**3.1.5** Pursue hosting triathlons or similar outdoor race-based events.

### 3.2 General .....● Goal 1

**3.2.1** All programs should be evaluated on an annual basis.

**3.2.2** Create a guide or policy to be followed when adding or deleting programs.

**3.2.3** Conduct short surveys with participants at the completion of each activity/program to ensure the programs are staying relevant and meeting the needs of the participants.

**3.2.4** Expand alternate non-sports programming for youth and adults.

## Final Recommendations

**3.2.5** Develop a broader offering of adult programs for both young and older adult age groups.

Goal 3 ● ..... **3.2.6** Study the Three Pillars of NRPA, especially the Conservation area, and look for ways to expand nature-based programs and introductory classes for water-based activities.

**3.2.7** Track participation numbers and analyze three years of data when conducting program evaluations.

**3.2.8** Explore development of senior sports leagues and other senior programming opportunities.

Goal 8 ● ..... **3.2.9** Identify leaders within minority groups and work with these leaders to understand barriers to participation that may exist and then work to overcome those barriers.

Goal 8 ● ..... **3.2.10** Financial assistance programs should be promoted to ensure equal access and transparency.

Goal 7 ● ..... **4. FUNDING**

Strategy 2.3 ● ..... **4.1** Increase funding from the Town of Hilton Head Island general fund budget to allow for improved maintenance of existing park facilities.

**4.2** Continue to look at alternative methods of increasing self-generated revenues to expand programming and special event opportunities.

**4.3** Develop a tiered revenue policy to guide fees for programs and events.

Goal 2 ● ..... **4.4** Increase per capita spending so the recreation facilities and programs on Hilton Head Island better reflect the best-in-class image of the island.

**4.5** Provide additional funding for Island Rec staff as new park facilities are added to the system.

**4.6** Consider other funding alternatives such as naming rights and beverage rights agreements to increase overall per capita funding.

## Action Items

Town staff has reviewed the Master Plan, received community input, and developed action items for Town officials to consider in addition to the final recommendations. These action items with the final recommendations officially convey the findings from the Master Plan that will best serve the interests of the Town for current and future park planning. The Master Plan is one piece of the planning puzzle needed for a successful park system. It plays an important role to inform park planners about gaps in service within the park system, and community interests and needs. This information will be used to assist the Town in making informed decisions about improving the park system where needed, and where to build from its successes.

Inclusion of projects and proposals in this list does not constitute their approval or guarantee to be implemented. Each recommendation will be subject to review for feasibility within the Town’s planning, budgeting, and capital improvement program processes. In some cases, the action items may fall within the scope of work of the Island Recreation Association.

Based on the findings of the **Parks and Recreation Master Plan Part 1**, and in addition to its final recommendations, the Town will also consider the following Action Items.

- 1. PARKS, EXISTING & PROPOSED** .....● Goal 2
  - 1.1** Cordillo Tennis Courts
    - 1.1.1** Continue permitting and planning efforts currently in place for the construction of the bathroom building.
  - 1.2** Taylor Tract
    - 1.2.1** Consider development of this Town-owned parcel as a mini park
  - 1.3** Patterson Tract .....● Goal 4
    - 1.3.1** Continue plans to develop this Town-owned parcel as a mini park
  - 1.4** Chaplin Linear Park .....● Goal 5
    - 1.4.1** Continue planning and implement the Chaplin Linear Park.
  - 1.5** Park Classifications
    - Reclassify the following parks:
      - 1.5.1** Barker Field & Extension, Neighborhood Park to Sports Park
      - 1.5.2** Honey Horn, Community Park to Special-Use Park
      - 1.5.3** Lowcountry Celebration Park, Community Park to Regional Park
      - 1.5.4** All boat landings and docks, Regional Parks to Special-Use Parks

## Action Items

**1.5.5** Rowing and Sailing Center at Squire Pope Community Park, Regional Park to Community Park

**1.5.6** Consider the addition of a cultural and historic park classification.

### 1.6 General

Strategy 1.4 ● ..... **1.6.1** Consider and prioritize the Master Plan's Existing Park Recommendations for implementation through the Town's CIP processes.

- a. Continue to incorporate community engagement and public input during this process.
- b. Consider starting with Crossings Park, Chaplin Park, and Mid Island Park recommendations specifically per the Initial Recommendations.

**1.6.2** Plan park development concurrently where feasible in accordance with the CIP Principles to maximize planning and implementation resources.

## Goal 2 ● ..... 2. RECREATIONAL FACILITIES

### 2.1 Additional Playgrounds and Splash Pads

Strategy 1.4 ● ..... **2.1.1** Add new splash pads and new or updated playgrounds at parks identified through the Master Plan assessment that are in need of broadening the targeted users and that will help to serve the few underserved portions of Hilton Head Island.

Strategy 2.2 ●

### 2.2 Aquatics Facility

Strategy 1.4 ● ..... **2.2.1** Continue to consider the feasibility for the addition of an aquatics facility at Chaplin Community Park indicated by prior planning efforts.

## Goal 5 ● ..... 2.3 Pathways

**2.3.1** Work with volunteer and community groups, such as the Bicycle Advisory Committee, to identify locations for strategic widening of existing pathway sections.

**2.3.2** Assess Town-owned park and future parks land for potential development of off-road single-track bike trails.

**2.3.3** Increase complementary consideration of pathway and bike-ped infrastructure with roadway projects and funding.

**2.3.4** Continue to participate in County efforts and identify ways to integrate recommendations into the Town's bike-ped related planning efforts based on the Master Plan and County-wide **Bicycle and Pedestrian Plan**.

## Goal 8 ● ..... 2.4 Beach Access

**2.4.1** Consider the addition of a handicap accessible covered overlook at Islander's Beach Park to accommodate disabled residents and visitors, and their caretakers.

## Goal 6 ● ..... 2.5 Synthetic Turf Fields

Strategy 1.4 ● ..... **2.5.1** Evaluate the best location to add two synthetic turf fields as recommended by the Master Plan so there is no interference with debris management sites.

Strategy 2.1 ●

Strategy 2.2 ●

## Action Items

### 2.6 General

- 2.6.1 Establish a facility use agreement and review current facility rental agreements in order to formalize existing relationships.
- 2.6.2 Expand and make improvements to existing facilities to provide improved programming opportunities as outlined in **Our Plan** and the Master Plan. ● Goal 3
- 2.6.3 Evaluate ways to implement accessibility standards above and beyond minimal requirements for park development, events, and facility improvements. ● Goal 8

## 3. PROGRAMMING ● Goal 3

### 3.1 Schools

- 3.1.1 Consider shared use programming with the County School District for their facilities that are on the Island.
- 3.1.2 Work with USCB on potential partnerships to expand recreation offerings on the Island for students, residents, and visitors.

### 3.2 Level of Service ● Goal 1

- 3.2.1 Continue to engage the community in a regular and on-going assessment of needs and level of service that engages user groups, reflects Island user patterns, and focuses on individual facilities.
- 3.2.2 Evaluate opportunities for additional parks and recreation offerings on a case by case basis to supplement the parks and recreation system where there are identified gaps or needs. ● Strategy 1.4

### 3.3 General ● Goal 1

- 3.3.1 Evaluate programs on an annual basis through the Island Rec and Town platforms.
- 3.3.2 Ensure adequate and accurate translations in Spanish are available for recreation program and education materials, and park signage. ● Goal 8
- 3.3.3 Continue to seek ways to expand nature-based and passive recreation offerings and opportunities in the Town's existing and future planned parks to ensure there is diversity of amenities for Island residents and visitors. ● Goal 3 ● Strategy 3.1

## 4. FUNDING ● Goal 7

### 4.1 General

- 4.1.1 Continue to explore new opportunities for funding sources to support park development, redevelopment, and maintenance.

## Action Items

### Goal 1 ● .....5. MAINTENANCE & OPERATIONS

Strategy 1.2 ●

Goal 2 ●

Strategy 2.3 ●

#### 5.1 Staffing

**5.1.1** Consider staffing modifications to mitigate identified gaps in delivery of parks and recreation services, including to:

1. Serve as a liaison for the Town parks and recreation system to the Island Recreation Association, PALS, Beaufort County, and other agencies or organizations involved with parks and recreation on the Island.
2. Work with the Town's Facilities Management Division to identify needs for maintenance at Island parks.
3. Evaluate for capital improvement public input or observations regarding the parks system needs.

Strategy 2.2 ● .....

4. Monitor parks and recreation trends for applicability to the Town.
5. Work with the community, Island Rec, and Town staff to evaluate parks on a regular basis to identify areas for improvement in park facilities, recreation offerings, or programming.

Goal 3 ● .....

Strategy 3.1 ●

**5.1.2** Consider addition of a nature program staff person at Island Rec to better address environmental education programs for Island residents and visitors.

#### 5.2 General

Strategy 1.2 ● .....

Strategy 2.3 ●

Goal 1 ● .....

**5.2.1** Establish park maintenance standards and maintenance schedules.

**5.2.2** Establish a marketing and communications program with the Island Rec and the Town's communications platforms to promote the Island parks and recreation system for residents and visitors.

**5.2.3** Ensure the organizational structure defines each participating agency's roles.

**5.2.4** Evaluate the locations of the existing Debris Management Sites (DMS) to ensure the Town is maximizing its planned response to address goals and strategies related to resiliency as outlined in **Our Plan**.

### 3.2 The Elements and Core Values

The following pages present a listing of all the Core Value goals and strategies organized by Element. The intent of this section is to provide a quick reference to how the Core Values address the Elements and to ensure the goals and strategies of **Our Plan** are searchable by Element.

There is a page for each Element with a version of the wheel shown below, where the Core Value goals contributing to the specified Element are rendered in color. This presents a visual representation of the extent to which the Core Values are distributed for each Element. The goals contributing to each Element are then listed by goal number and keyword, with their corresponding related strategies.

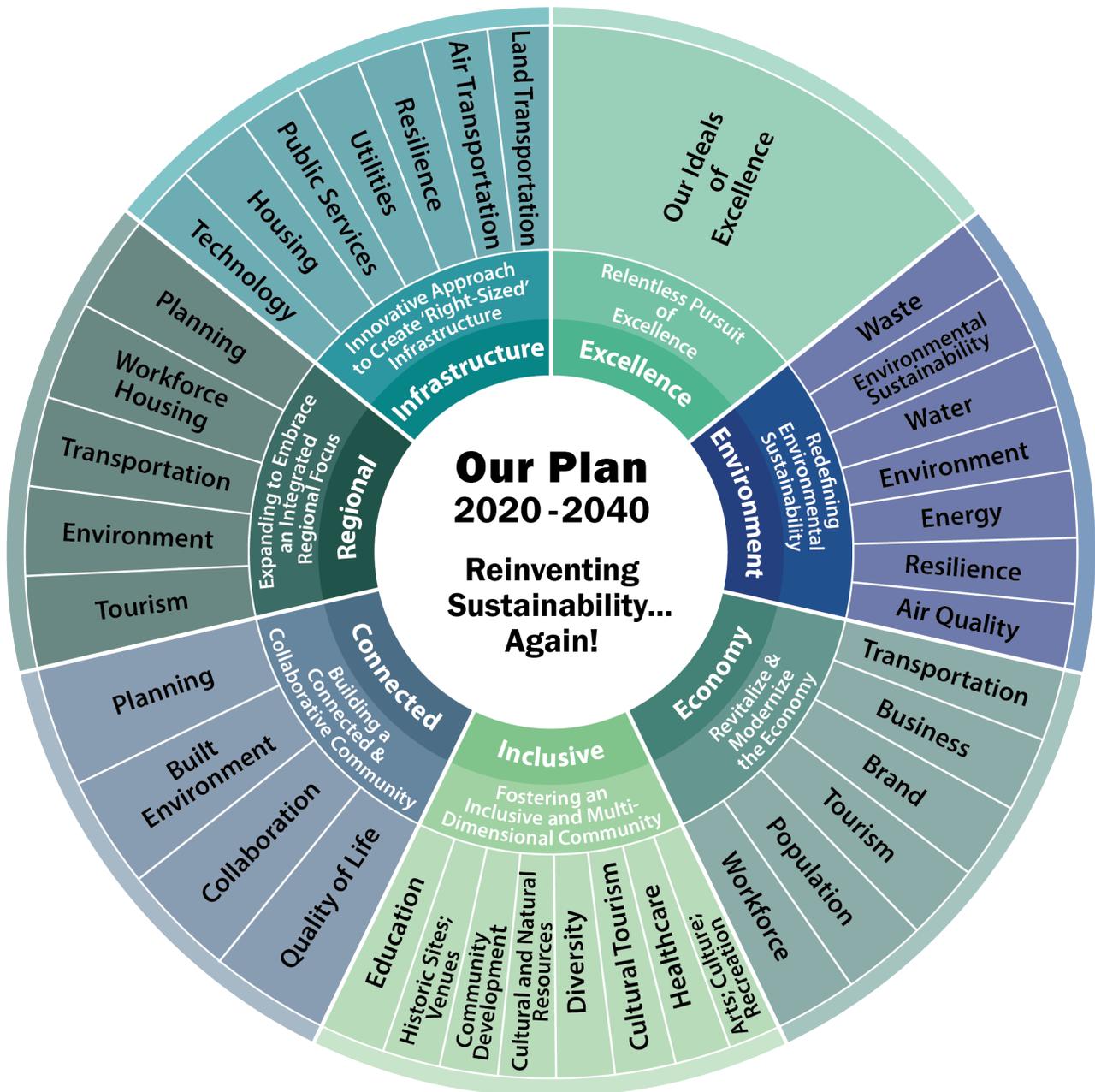


Figure 3.1, Our Plan 2020-2040 Core Values, and Goals

# Cultural Resources

## Excellence

- 1. Ideals of Excellence  
Strategies for Our Place: 1.5, 1.6  
Strategies for Our People: 2.2, 2.8

## Environment

- 2. Environmental Sustainability: 2.4

## Economy

- 4. Tourism: 4.1, 4.5, 4.6

## Inclusive

- 1. Education: 1.3
- 2. Historic Sites; Venues: 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8
- 3. Community Development: 3.1, 3.2, 3.8
- 4. Cultural Resources; Natural Resources: 4.1, 4.2
- 5. Diversity: 5.3
- 6. Cultural Tourism: 6.1, 6.2
- 8. Arts; Culture; Recreation: 8.1, 8.2, 8.3, 8.4

## Connected

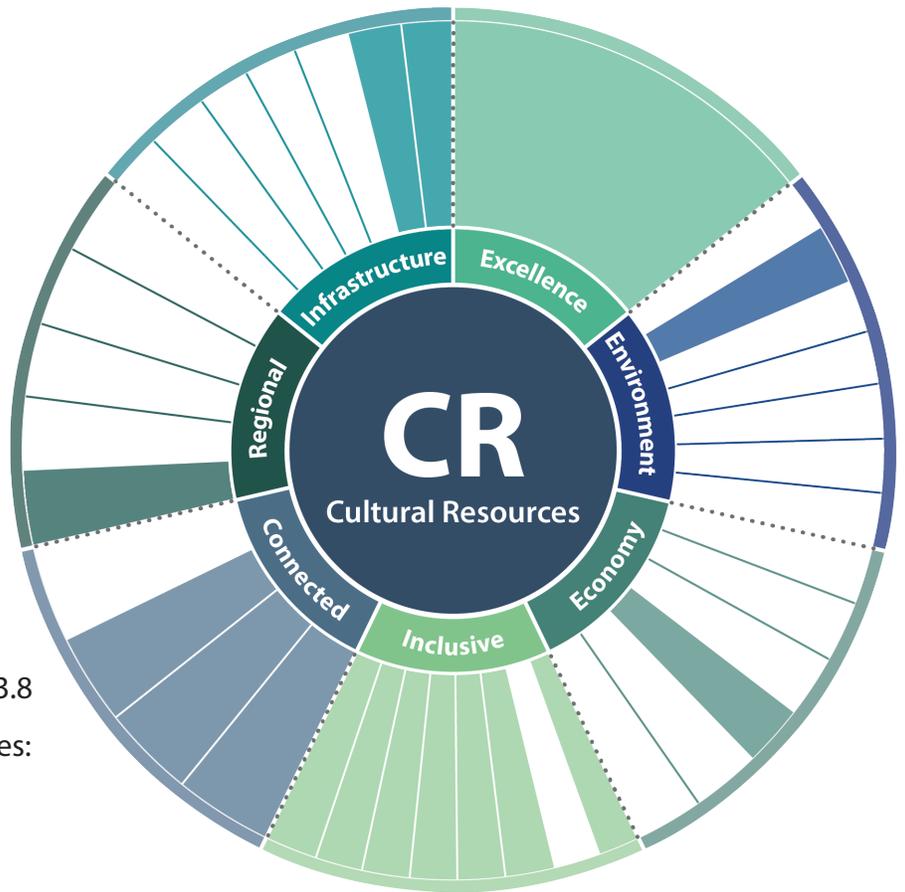
- 2. Built Environment: 2.1
- 3. Collaboration: 3.1, 3.5
- 4. Quality of Life: 4.1, 4.5

## Regional

- 5. Tourism: 5.1

## Infrastructure

- 1. Transportation (Land): 1.1
- 2. Transportation (Air): 2.2



# Natural Resources

## Excellence

- 1. Ideals of Excellence  
Strategies for Our Place: 1.6

## Environment

- 1. Waste: 1.4
- 2. Environmental Sustainability: 2.1, 2.2, 2.3, 2.4, 2.5, 2.6
- 3. Water: 3.1, 3.2, 3.3, 3.4
- 4. Environment: 4.1, 4.2, 4.3, 4.4, 4.5, 4.6
- 5. Energy: 5.1, 5.2, 5.3, 5.4
- 6. Resilience: 6.1, 6.2, 6.3, 6.4, 6.5, 6.6
- 7. Air Quality: 7.3, 7.5

## Economy

- 3. Brand: 3.1
- 4. Tourism: 4.1, 4.5, 4.6

## Inclusive

- 4. Cultural Resources; Natural Resources: 4.1, 4.2

## Connected

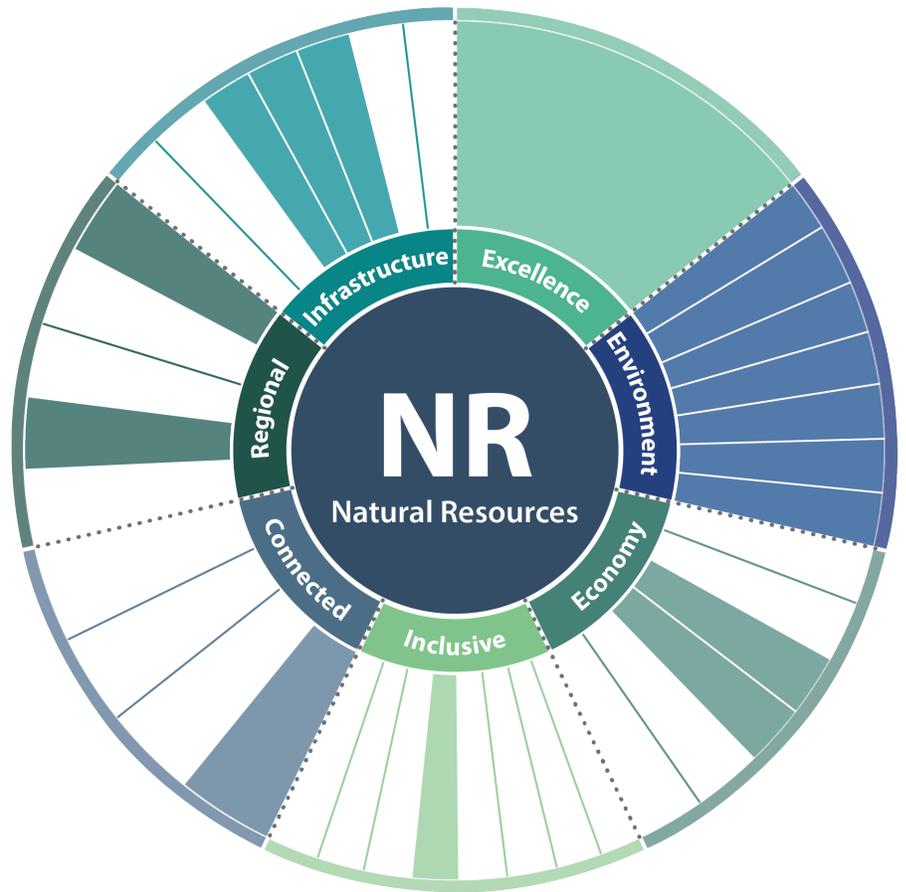
- 4. Quality of Life: 4.4, 4.5

## Regional

- 1. Planning: 1.4
- 4. Environment: 4.1, 4.2, 4.4, 4.5
- 5. Tourism: 5.1

## Infrastructure

- 3. Resilience: 3.1, 3.2
- 4. Utilities: 4.1, 4.2, 4.3
- 5. Public Services: 5.6



# Population

## Excellence

- 1. Ideals of Excellence  
Strategies for Our People: 2.4, 2.5, 2.10,2.11

## Environment

- 2. Environmental Sustainability: 2.4

## Economy

- 3. Brand: 3.2
- 5. Population: 5.1, 5.3, 5.5
- 6. Workforce: 6.1

## Inclusive

- 1. Education: 1.4
- 3. Community Development: 3.1, 3.2
- 4. Cultural Resources; Natural Resources: 4.1, 4.2
- 5. Diversity: 5.1, 5.2, 5.3, 5.4
- 6. Cultural Tourism: 6.1, 6.2

## Connected

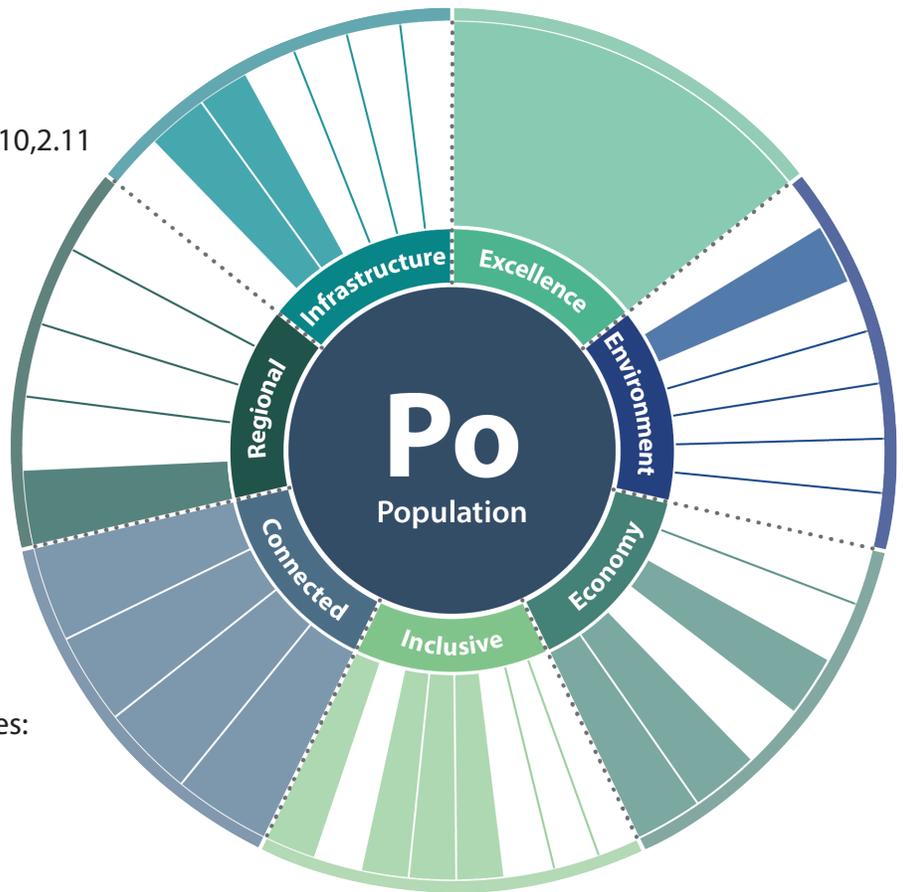
- 1. Planning: 1.2, 1.3
- 2. Built Environment: 2.2, 2.3
- 3. Collaboration: 3.1, 3.2, 3.3, 3.7
- 4. Quality of Life: 4.1

## Regional

- 5. Tourism: 5.3

## Infrastructure

- 5. Public Services: 5.1
- 6. Housing: 6.4



# Housing

## Excellence

- 1. Ideals of Excellence  
Strategies for Our People: 2.10

## Environment

- 2. Environmental Sustainability: 2.2

## Economy

- 3. Brand: 3.2, 3.3, 3.5
- 5. Population: 5.3
- 6. Workforce: 6.1

## Inclusive

- 3. Community Development: 3.3, 3.4, 3.5, 3.7

## Connected

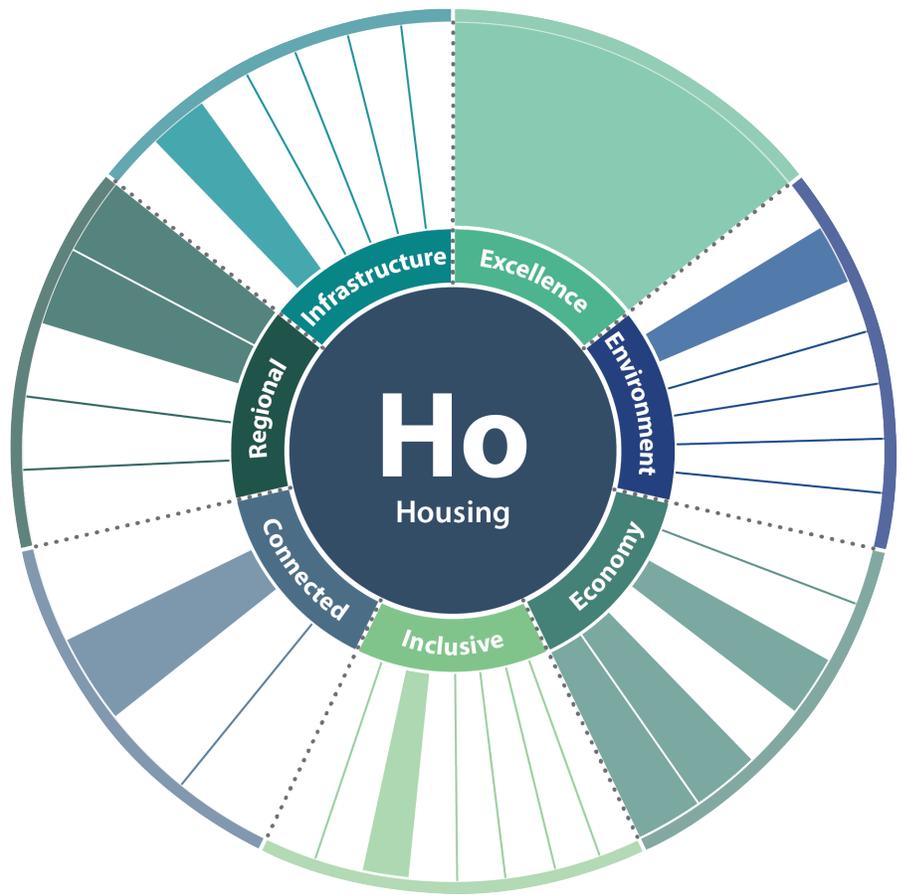
- 2. Built Environment: 2.4

## Regional

- 1. Planning: 1.4
- 2. Workforce: 2.1, 2.2, 2.3, 2.4

## Infrastructure

- 6. Housing: 6.1, 6.2, 6.3, 6.4



# Community Facilities

## Excellence

- 1. Ideals of Excellence
  - Strategies for Our Place: 1.1, 1.2, 1.4
  - Strategies for Our People: 2.1, 2.3, 2.4, 2.6, 2.7, 2.9, 2.12, 2.13
  - Strategies for Our Planning & Process: 3.1, 3.2, 3.4, 3.5, 3.6, 3.8

## Environment

- 1. Waste: 1.1, 1.2, 1.3, 1.4
- 2. Environmental Sustainability: 2.1, 2.3, 2.4
- 4. Environment: 4.1, 4.2, 4.3, 4.4, 4.5
- 5. Energy: 5.2, 5.4
- 6. Resilience: 6.3, 6.6
- 7. Air Quality: 7.3, 7.5

## Economy

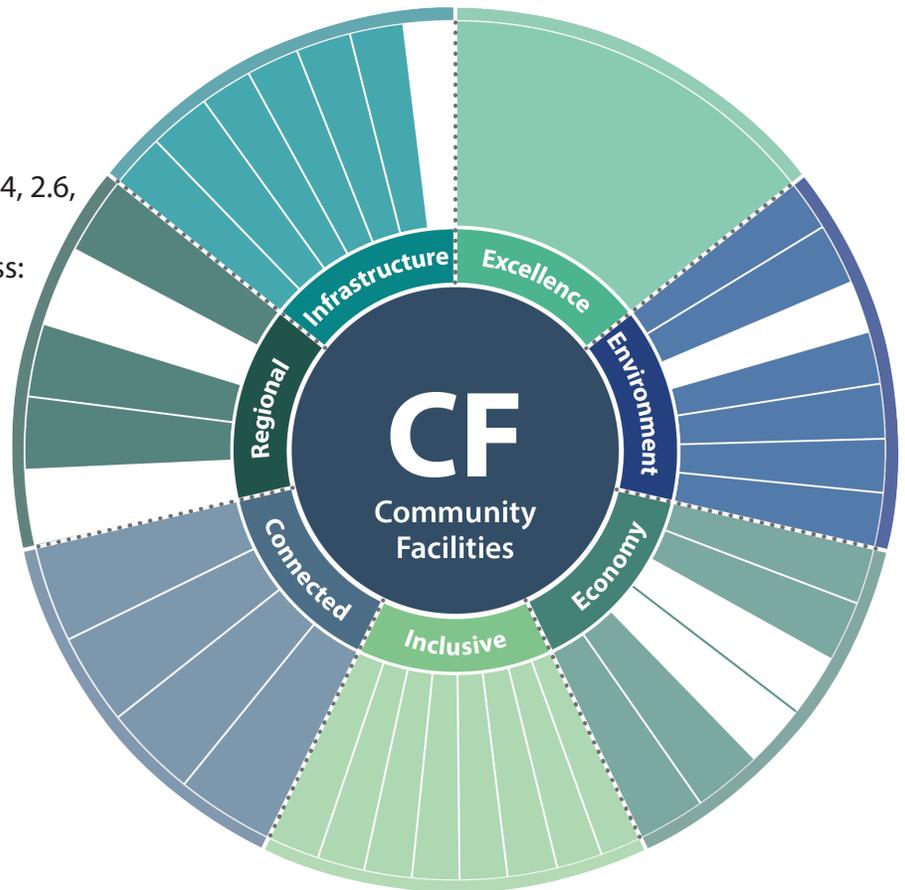
- 1. Transportation: 1.1
- 2. Business: 2.1
- 5. Population: 5.2, 5.4
- 6. Workforce: 6.2, 6.3, 6.4, 6.5

## Inclusive

- 1. Education: 1.1, 1.2, 1.3, 1.4
- 2. Historic Sites; Venues: 2.6
- 3. Community Development: 3.8
- 4. Cultural Resources; Natural Resources: 4.2
- 5. Diversity: 5.3
- 6. Cultural Tourism: 6.1
- 7. Healthcare: 7.1, 7.2, 7.3
- 8. Arts; Culture; Recreation: 8.1, 8.2, 8.4, 8.5

## Connected

- 1. Planning: 1.1, 1.2, 1.3, 1.4
- 2. Built Environment: 2.1
- 3. Collaboration: 3.2, 3.3, 3.4, 3.5, 3.6, 3.7
- 4. Quality of Life: 4.2, 4.3



## Regional

- 1. Planning: 1.1, 1.2, 1.4
- 3. Transportation: 3.1
- 4. Environment: 4.2, 4.3, 4.4

## Infrastructure

- 2. Transportation (Air): 2.4
- 3. Resilience: 3.1, 3.2
- 4. Utilities: 4.1, 4.2, 4.3, 4.4, 4.5, 4.6
- 5. Public Services: 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8, 5.9, 5.10, 5.11
- 6. Housing: 6.2
- 7. Technology: 7.1, 7.2

# Economic Development

## Excellence

- 1. Ideals of Excellence  
Strategies for Our Place: 1.3, 1.5  
Strategies for Our People: 2.10, 2.11, 2.12, 2.13

## Environment

- 2. Environmental Sustainability: 2.1

## Economy

- 1. Transportation: 1.1
- 2. Business: 2.1, 2.2, 2.3, 2.4, 2.5
- 3. Brand: 3.2
- 4. Tourism: 4.1, 4.2, 4.3, 4.4, 4.5, 4.6
- 5. Population: 5.1, 5.2, 5.3, 5.5
- 6. Workforce: 6.5

## Inclusive

- 3. Community Development: 3.5, 3.7
- 6. Cultural Tourism: 6.2
- 7. Healthcare: 7.3

## Connected

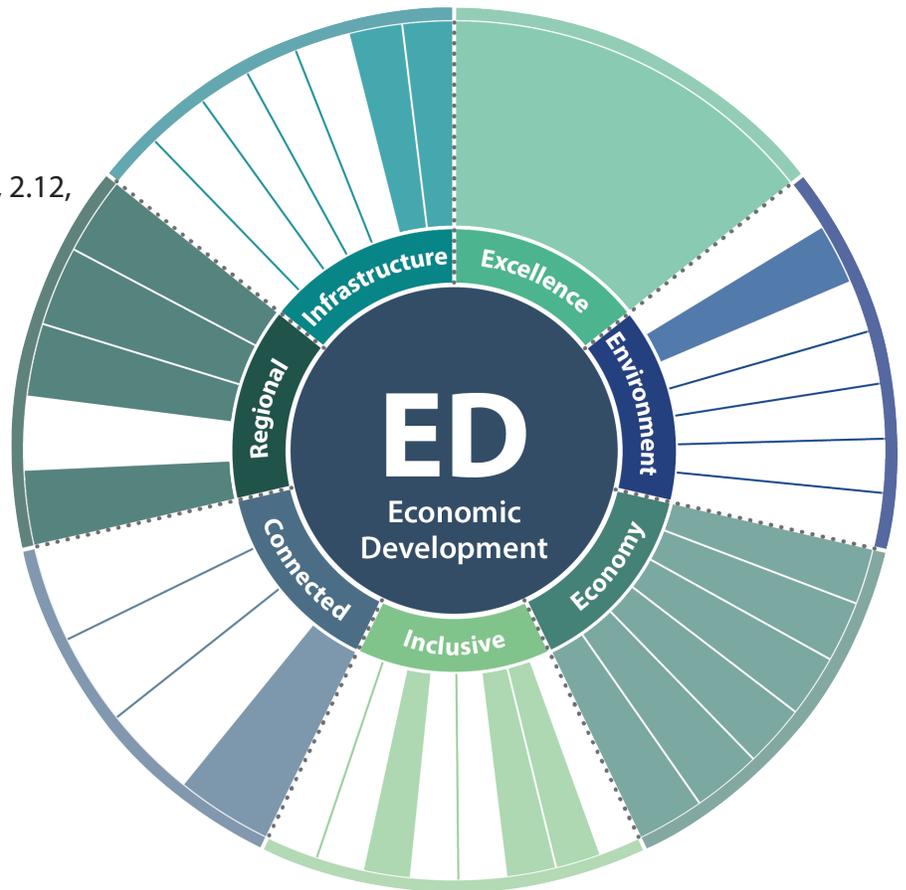
- 4. Quality of Life: 4.1

## Regional

- 1. Planning: 1.3
- 2. Workforce: 2.1
- 3. Transportation: 3.1
- 5. Tourism: 5.1, 5.2, 5.3

## Infrastructure

- 1. Transportation (Land): 1.8
- 2. Transportation (Air): 2.1, 2.3



# Land Use

## Excellence

- 1. Ideals of Excellence  
Strategies for Our People: 2.12  
Strategies for Our Planning & Process: 3.3, 3.4

## Environment

- 2. Environmental Sustainability: 2.5
- 3. Water: 3.1
- 4. Environment: 4.2, 4.4
- 6. Resilience: 6.2, 6.4
- 7. Air Quality: 7.4

## Economy

- 2. Business: 2.3
- 3. Brand: 3.1, 3.3, 3.4, 3.6
- 6. Workforce: 6.1, 6.5

## Inclusive

- 2. Historic Sites; Venues: 2.1, 2.2, 2.6, 2.7
- 3. Community Development: 3.3., 3.4, 3.6, 3.7, 3.8
- 7. Healthcare: 7.3

## Connected

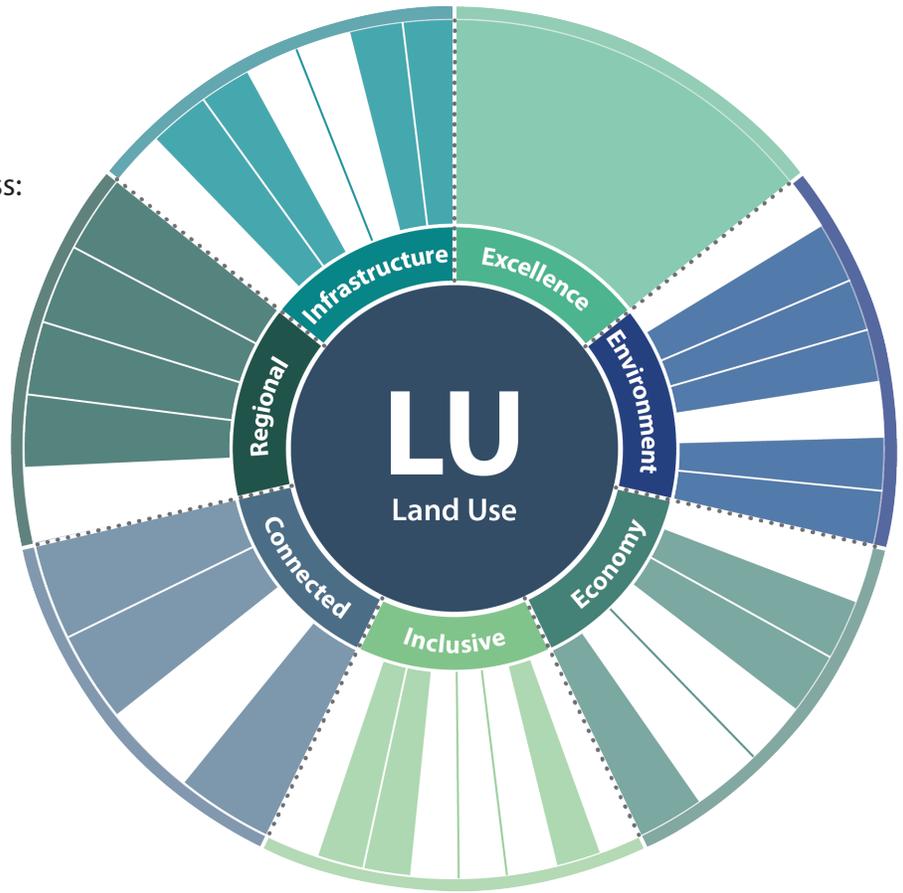
- 1. Planning: 1.4, 1.5
- 2. Built Environment: 2.2, 2.3, 2.4
- 4. Quality of Life: 4.2

## Regional

- 1. Planning: 1.2
- 2. Workforce: 2.1, 2.2, 2.3, 2.4
- 3. Transportation: 3.1
- 4. Environment: 4.3, 4.5

## Infrastructure

- 1. Transportation (Land): 1.6
- 2. Transportation (Air): 2.2
- 3. Public Services: 5.4
- 4. Housing: 6.1, 6.2, 6.3, 6.4



# Transportation

## Excellence

- 1. Ideals of Excellence  
Strategies for Our Place: 1.3

## Environment

- 7. Air Quality: 7.1, 7.2

## Economy

- 1. Transportation: 1.2
- 6. Workforce: 6.4

## Inclusive

- 3. Community Development: 3.4, 3.7

## Connected

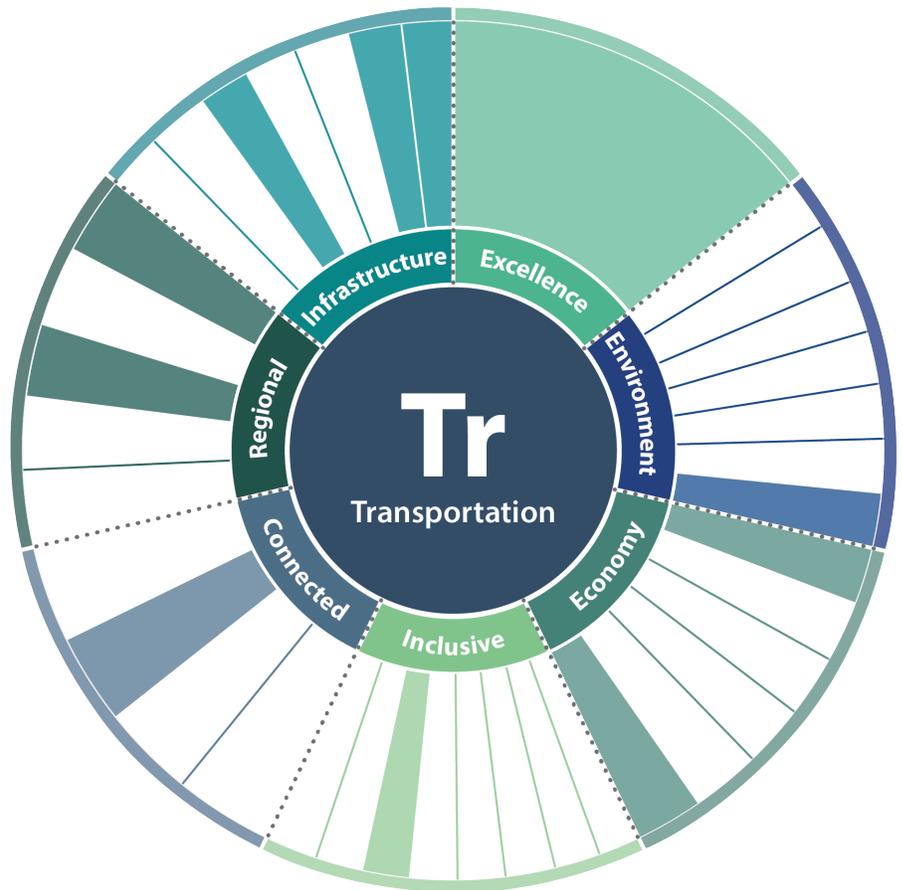
- 2. Built Environment: 2.2, 2.4

## Regional

- 1. Planning: 1.2
- 3. Transportation: 3.1

## Infrastructure

- 1. Transportation (Land): 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8, 1.9, 1.10
- 2. Transportation (Air): 2.1, 2.2, 2.3, 2.4
- 5. Public Services: 5.11



# Parks + Recreation

## Excellence

- 1. Ideals of Excellence  
Strategies for Our People: 2.9  
Strategies for Our Planning & Process: 3.7

## Environment

- 2. Environmental Sustainability: 2.4

## Economy

- 4. Tourism: 4.6

## Inclusive

- 2. Historic Sites; Venues: 2.8
- 3. Community Development: 3.1
- 4. Natural Resources; Cultural Resources: 4.1, 4.2
- 5. Diversity: 5.2
- 8. Arts; Culture; Recreation: 8.5

## Connected

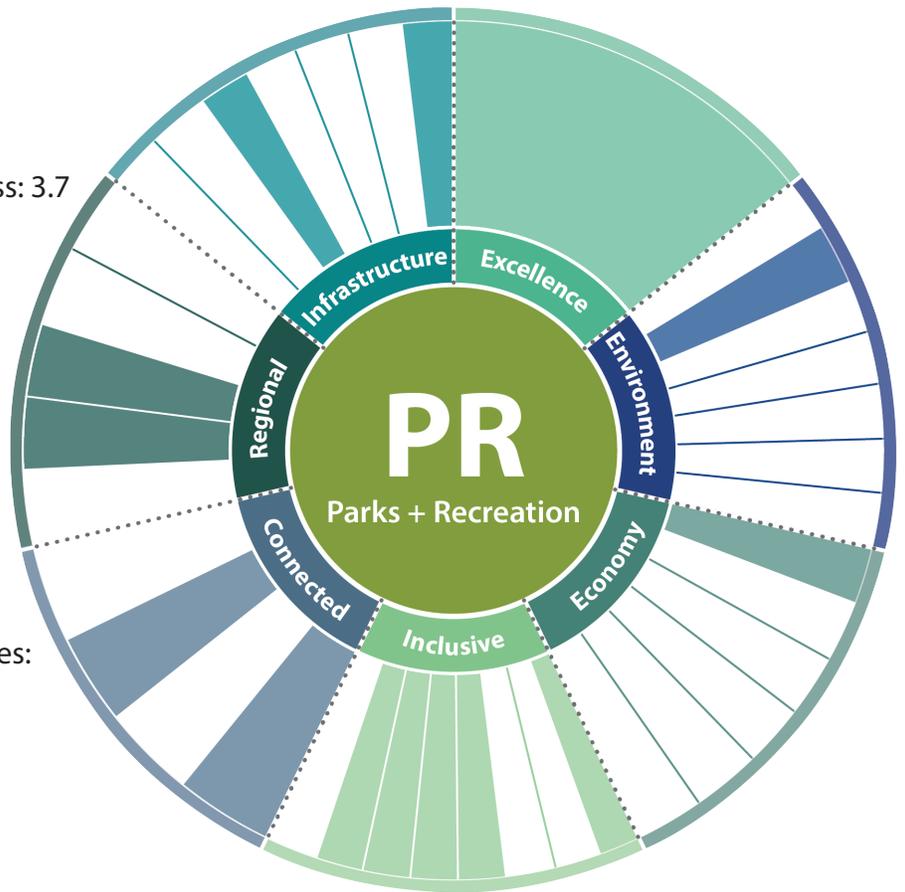
- 2. Built Environment: 2.1
- 4. Quality of Life: 4.5

## Regional

- 3. Transportation: 3.1
- 4. Environment: 4.3, 4.5

## Infrastructure

- 1. Transportation (Land): 1.3, 1.9, 1.10
- 5. Public Services: 5.2, 5.4



# Priority Investment

## Excellence

- 1. Ideals of Excellence
  - Strategies for Our Place: 1.6
  - Strategies for Our People: 2.6, 2.7
  - Strategies for Our Planning & Process: 3.1, 3.5, 3.6, 3.7, 3.8

## Environment

- 2. Environmental Sustainability: 2.3
- 6. Resilience: 6.3, 6.4, 6.6

## Economy

- 1. Transportation: 1.1, 1.2
- 3. Brand: 3.1, 3.3
- 5. Population: 5.1
- 6. Workforce: 6.1, 6.4

## Inclusive

- 2. Historic Sites; Venues: 2.1
- 3. Community Development: 3.7

## Connected

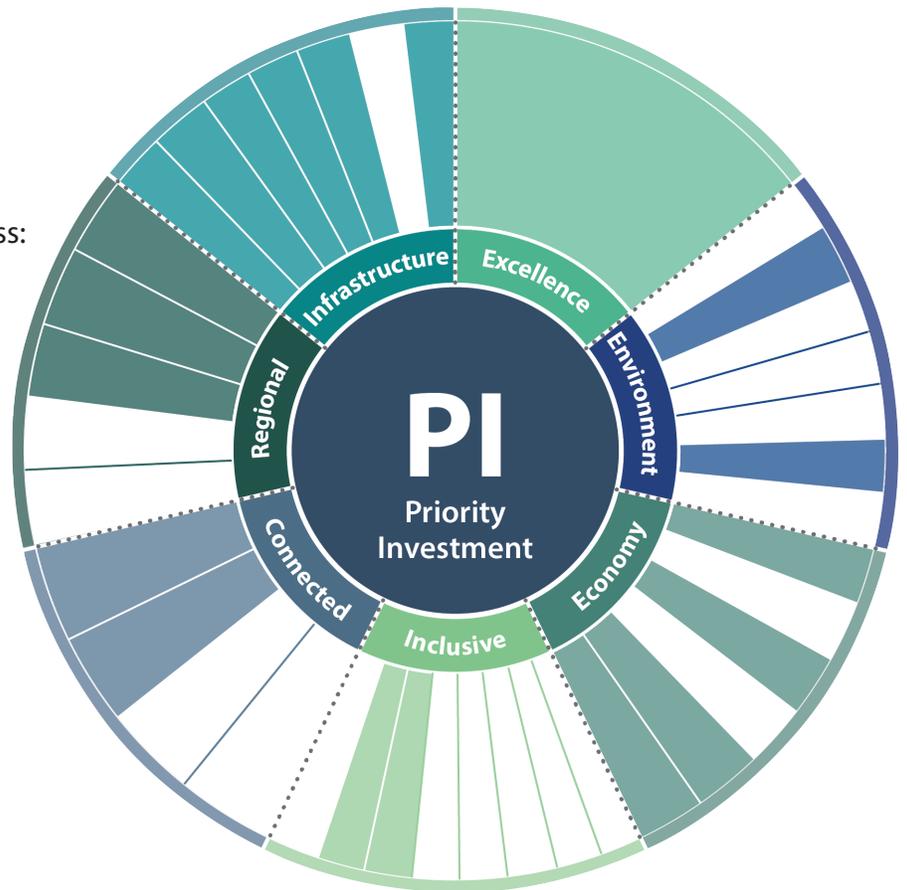
- 1. Planning: 1.4
- 2. Built Environment: 2.1

## Regional

- 1. Planning: 1.1, 1.2
- 2. Workforce: 2.3
- 3. Transportation: 3.1

## Infrastructure

- 1. Transportation (Land): 1.1, 1.4, 1.5
- 3. Resilience: 3.2
- 4. Utilities: 4.6
- 5. Public Services: 5.10, 5.11
- 6. Housing: 6.2
- 7. Technology: 7.2



Section	Sub-Section, Sub-Header	Page	Correction
Front Cover	Inside Cover- Info Page		Add new Town Mission: <u>The Town of Hilton Head Island's mission is to promote the health and vitality of the community we serve through ethical and inclusive programs, policies and actions.</u>
Executive Summary	Our Future and Our Plan	xiv	Last sentence: ..., and <u>its</u> purpose...
	The Elements and Core Values	xvi	Last sentence: <u>addressed</u>
	Priority Investment	xvii	Last sentence: correct "propriety" to say <u>priority</u>
	Goals, Strategies, and Tactics	xvii	9. View the region as a partner, <u>not</u> a competitor.
Section 1.0	Introduction	3	Figure 1.1: Adjust leading for legend text
		4	Figure 1.2: Adjust leading for legend text
	1.3, Organization of Our Plan	10	Section 2.0... Within this section, the information and data <u>is</u> structured...
			Section 3.0 ... as well as a matrix relating the goals and strategies to their respective elements. <u>The Key Ideas and Opportunities bulleted in each chapter demonstrate the genesis of the goals, strategies, and tactics.</u>
	1.4, Our Process	15	Add correct adoption meeting dates to Table 1.1.
		16	Add correct adoption meeting dates to Figure 1.9.
Section 2.0	2.3, Cultural Resources	27	Gullah Culture & Heritage: Remove second to last paragraph for use in the new "Our Island's Gullah Community" section.
Section 3.0	All Chapter Matrix Tables		Update to reflect additions based on new cross-references.
	3.1, Overview	93	Second paragraph, add before the last sentence: <u>The Key Ideas and Opportunities bulleted in each chapter demonstrate the genesis of the goals, strategies, and tactics.</u>
		94	Figure 1.3: Remove comma from figure title after Core Values.
	3.2, Chapter 2, Goals & Strategies	120	Tactic 6.6.2: correct spelling for <u>implement</u>
	3.2, Chapter 3, Key Ideas	128-129	Move second paragaph under heading to top of page 129. Shift third paragraph under the Opportunities text box.

updated: 09/23/2020

Section 3.0	3.2, Chapter 4, Key ideas	143	Last sentence remove colon and add a period.
	3.2, Chapter 6, Key Ideas	168-169	Move widow sentence at top of page 169 to bottom of page 168. Fix the cross-reference graphic for Figures 2.44 and 2.45.
		170	Align bullets in Opportunities text box.
Section 4.0	4.1, Parks and Rec Master Plan & Our Plan	208	First paragraph, second sentence: ... has resulted in Goals, Strategies, and Tactics, <u>and a Parks + Recreation Vision</u> for the Town, as well as...
	4.5, Our Recreation and Programs	238	Section header title: Change the "and" to an ampersand "&"
	4.6, Parks and Rec & Our Plan	253	Table 4.9: Align the "Inc" box on the 3. Programming line.
	4.7, Recommendations & Action Items	266	Revise Action Item 5.1.1: Consider <u>staffing modifications to mitigate identified gaps in delivery of parks and recreation services, including to:</u>
Section 5.0	5.2, The CIP and Adopted Plans	271	First paragraph, last sentence: ... staff works closely with the CIP Committee for the Planning Commission to <u>prioritize projects and develop the program.</u>
Section 6.0	6.1, Definitions		Add definition for "Natural disaster," <u>Any naturally occurring event that causes extensive damage or complete loss of property, the built environment, or natural resources, or causes loss of life.</u>
	6.2, Index	313	Correct Index listing for: Gullah Geechee <u>Culture</u> Preservation Report.
		317	For Resilience listing: Bold page numbers 188, 193

## Exhibit G

### Our Plan Planning Commission Comments

The following items were discussed by the Planning Commission at a public hearing held on September 16, 2020. In this exhibit, staff has provided a response and proposed Our Plan revisions per the Planning Commission comments for Town Council's consideration.

The numbered sections below carry over from Exhibit B, Our Plan Workshop Comments, for continuity.

#### 22. Gullah Community

- 22.1. **Comment:** At the workshop we discussed the "Goodwill Baptist Church" described in the Historic Timeline on page 23. Can we add a description about the history of the First African Baptist Church to better understand where "Goodwill Baptist Church" came from?

- 22.1.1. Staff will highlight a note in the margin next to this timeline entry to expand on the genesis and history of the First African Baptist Church:

The church congregation moved to the Chaplin area briefly under the name "Goodwill Baptist Church" before moving to its present location in 1889 under the name "Crossroads Baptist Church." Eventually, the congregation adopted the name First African Baptist Church (Heritage).

- 22.1.2. Add [www.heritagelib.org/first-african-baptist-church](http://www.heritagelib.org/first-african-baptist-church) reference to page 88 in the "References and Works Cited" section.

- 22.1.3. Add reference for the First African Baptist Church on page 90 in the "For More Information" section.

- 22.2. **Comment:** In the public arts section, can we include something about Michael Smalls and basket making?

- 22.2.1. The public arts section focuses on discussion about the Town's public art installations, such as sculptures, and performance venues, so this is not the best location to add this information. Upon closer investigation for where to include this information, staff will highlight it in the information margin on the new page being added about the Island's Gullah Community:

The Gullah Geechee culture is full of tradition in language, art, food, song, and dance. Numerous festivals are held yearly on the Island that celebrate this vibrant culture. The Coastal Discovery Museum also hosts Gullah tradition classes and programs, such as basket making with Michael Smalls and Dino Badger and the history of indigo.

## 23. Our Plan Structure

- 23.1. **Comment:** In light of the extensive detail in the Parks and Recreation and Priority Investment sections versus the generalities in the other sections, is there someplace an explanation about why there is this variation?

**Staff Comment:** Upon closer investigation of this topic in the *Our Plan* text, staff was unable to find where it has been specifically addressed. It is only loosely implied. To clarify this facet of the plan, staff proposes the following:

- 23.1.1. On page xvi at the end of the third paragraph in the Executive Summary, “The Elements and Core Values” sub-section: The only elements Our Plan specifically addresses are *Recreation* and *Priority Investment*. These two elements are specifically addressed with larger sections in Our Plan because they represent significant interest areas and investments falling within the Town’s jurisdiction and direct scope of work for the Island community.
- 23.1.2. On page 10 at the end of the second paragraph in Section 1.3, “How Our Plan is Organized” sub-section. Where applicable, and in compliance with state requirements, the elements are keyed and indexed as they relate to the goals and strategies presented throughout the document. The *Recreation* and *Priority Investment* elements are specifically addressed with stand-alone sections in **Our Plan** because they represent significant interest areas and investments falling within the Town’s jurisdiction and direct scope of work for the Island community.
- 23.1.3. On page 210 in the second paragraph for “The Recreation Element” sub-section: For **Our Plan**, the *Recreation* Element is replaced by this section, devoted to parks and recreation, supported and informed by the Town’s 2020 **Parks + Recreation Master Plan, Part 1**. Because this section houses one of the Comprehensive Plan elements, synthesizes findings from the Master Plan with the recommendations and actions items, and due to the considerable investment and involvement for the Town represented by parks and recreation, this section is more detailed and lengthy than others.
- 23.1.4. On page 268 at beginning of the fourth paragraph for Section 5.1: *Priority Investment* is specifically addressed as a stand-alone section in **Our Plan** because it represents significant areas of interest for the Town in terms of the budget and investments falling within the Town’s jurisdiction. It is also specifically defined by State legislation. This section will present an overview of the Town’s CIP...

## Exhibit H

### **A RESOLUTION BY THE PLANNING COMMISSION OF THE TOWN OF HILTON HEAD ISLAND RECOMMENDING OUR PLAN BE FORWARDED TO TOWN COUNCIL FOR ADOPTION.**

**WHEREAS**, the Town of Hilton Head Island has established a reputation as a well-planned community; and

**WHEREAS**, Our Plan is the proposed Town of Hilton Head Island 2020 to 2040 Comprehensive Plan; and

**WHEREAS**, Town staff, the Development Team, and the Planning Commission were asked to rewrite the Comprehensive Plan for the Town of Hilton Head Island; and

**WHEREAS**, Our Plan meets the requirements of The Comprehensive Planning Enabling Act of 1994 and its updates; and

**WHEREAS**, Our Plan includes the following core values: Relentless Pursuit of Excellence, Redefining Environmental Sustainability, Revitalizing and Modernizing the Economy, Fostering an Inclusive Multi-dimensional Community, Building a Connected and Collaborative Community Fabric, Expanding to Embrace an Integrated Regional Focus, and Innovative Approach to Create 'Right-sized' Infrastructure; and

**WHEREAS**, Our Plan includes the following elements: Cultural Resources, Natural Resources, Population, Housing, Community Facilities, Economic Development, Land Use, Transportation, Recreation, and Priority Investment and adopted appendices; and

**WHEREAS**, on August 12, 2020, the Our Plan Development Team voted to recommend that Our Plan be forwarded to the Comprehensive Plan Committee of the Planning Commission for review; and

**WHEREAS**, on August 25, 2020, the Comprehensive Plan Committee of the Planning Commission voted to recommend that Our Plan be forwarded to the full Planning Commission for review; and

**WHEREAS**, Our Plan has been made available for public review; and

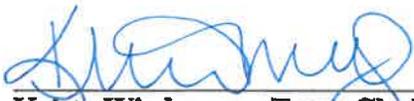
**WHEREAS**, Our Plan is required to be adopted in accordance with Section 6-29-510, 6-29-520, and 6-29-530 of the Code of Laws of South Carolina.

**NOW, THEREFORE BE IT, AND IT HEREBY RESOLVED BY THE PLANNING COMMISSION FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, THAT the Planning Commission hereby recommends that Town Council adopt Our Plan, the Town of Hilton Head Island 2020 to 2040 Comprehensive Plan, with recommended additions and revisions.**

Moved, approved, and adopted on this 16<sup>th</sup> day of September 2020.



**Peter Kristian, Chairman**



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**Krista Wiedmeyer, Town Clerk**

View and/or download the

**Draft**

**Hilton Head Island  
Our Plan  
2020-2040**

in pdf format at

<https://hiltonheadislandsc.gov/projects/CompPlanUpdate/documents/OurPlan2020-2040-Draft.pdf>



# **TOWN OF HILTON HEAD ISLAND**

## *Community Development Department*

**TO:** Stephen G. Riley, ICMA~CM, *Town Manager*  
**VIA:** Shawn Colin, AICP, *Director of Community Development*  
**VIA:** Jennifer Ray, ASLA, *Deputy Director of Community Development*  
**FROM:** Jayme Lopko, AICP, *Senior Planner*  
**CC:** Teri Lewis, AICP, *Deputy Director of Community Development*  
**DATE:** September 16, 2020  
**SUBJECT:** Workforce Housing LMO Amendments

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**Recommendation:** The Public Planning Committee recommends that Town Council approve the proposed Workforce Housing (WFH) Land Management Ordinance (LMO) amendments.

On August 27, 2020, the Public Planning Committee (PPC) voted 2-1 to forward the proposed WFH LMO amendments to Town Council for approval.

On August 19, 2020, the Planning Commission voted unanimously to forward the proposed WFH LMO amendments to Town Council for approval.

On August 11, 2020, the LMO Committee voted unanimously to forward the proposed WFH LMO amendments to the Planning Commission for approval with the following changes:

- Consider permitting WFH on properties between William Hilton Parkway and Pembroke Drive as well as properties along Gardner Drive and Leg O’Mutton Road.
- Consider updating the purpose statement, for zoning districts where WFH will be permitted, to include a reference to residential or WFH use in the district.

On February 6, 2020, the LMO Committee met to review the WFH LMO amendments. The Committee raised several questions and requested additional information from Town staff, which was provided at their August 11, 2020 meeting.

**Summary:** Adoption of the WFH LMO amendments by Town Council will put in place incentives to encourage the development of WFH and allow staff to begin review and approval of WFH projects under the newly created Workforce Housing Program.

**Background:** Workforce availability, with a focus on workforce housing and transportation, was identified as a key priority of Town Council. PPC, a subcommittee of Town Council, hosted a series of stakeholder input sessions to discuss specific needs and goals for affordable workforce housing on Hilton Head Island and to develop a backdrop for moving forward on these issues. Through these meetings it became evident that affordable workforce housing should be viewed as a critical element of the Town’s infrastructure. Town Council held a workshop with staff and the public to begin developing preliminary policy direction related to affordable housing and transportation and to inform a scope of work used to hire a consultant to focus on options for Hilton Head Island.

In August of 2018, the Town hired consultant Lisa Sturtevant & Associates, LLC (LSA) to prepare a Workforce Housing Strategic Plan with goals, objectives, and policies for workforce housing. The final Workforce Housing Strategic Plan from LSA contained eight key recommendations for the Town of Hilton Head Island to consider. Staff, working with LSA, the community, and Town Council, utilized the recommendations from the Workforce Housing Strategic Plan, gathered further information, and evaluated and responded to each recommendation.

At their November 5, 2019 meeting, Town Council accepted the Workforce Housing Strategic Plan and approved a policy framework for a workforce housing program focused on the following four key elements:

- Develop incentives and programs which promote Commercial Conversion.
- Develop a “Sliding Scale” Density Bonus program linking the amount of workforce units to the amount of the bonus.
- Develop criteria and conditions under which unrestricted Town-owned real estate may be used to facilitate the development of workforce housing.
- Evaluate the development of, and participation in, a regional housing trust in coordination with the Southern Lowcountry Regional Board (SoLoCo).

Town Council requested that staff continue to work with the PPC to develop a workforce housing policy to address the four key elements including the development of criteria and conditions of where to target the program. At the December 11, 2019 PPC meeting, staff worked with the Committee to develop criteria to identify areas of the island to target for workforce housing initiatives. The following were identified as priority areas for workforce housing: Palmetto Bay/Arrow Road/Pope Avenue area, Squire Pope/Gum Tree Road area, and Opportunity Zone/Main Street area.

A Workforce Housing Policy, which is detailed in Exhibit A, was developed that included: incentives and programs which promote Commercial Conversion, a “Sliding Scale” Density Bonus program linking the amount of workforce units to the amount of the bonus, and criteria and conditions where incentives and programs will be applied.

The proposed LMO Amendments that would implement this policy are detailed in Exhibit B.

Properties that would be eligible to participate in the Workforce Housing Program are identified on Exhibit C.

### **Exhibits**

- A. Workforce Housing Policy
- B. Workforce Housing LMO Amendments
- C. Location Map

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

**ORDINANCE NO. 2020-##**

**PROPOSED ORDINANCE NO. 2020-25**

**AN ORDINANCE TO AMEND TITLE 16 OF THE MUNICIPAL CODE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, THE LAND MANAGEMENT ORDINANCE (LMO), CHAPTERS 2, 3, 4, 5, AND 10. THESE AMENDMENTS, COMMONLY REFERRED TO AS *WORKFORCE HOUSING LMO AMENDMENTS* AS NOTICED IN THE ISLAND PACKET ON *JULY 19, 2020*, INCLUDE CHANGES THAT ADD WORKFORCE HOUSING AS A PERMITTED BY CONDITION USE IN CERTAIN ZONING DISTRICTS AND CREATES A WORKFORCE HOUSING PROGRAM AS DESCRIBED IN EXHIBIT “B” TO THIS ORDINANCE, AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, on October 7, 2014, the Town Council did adopt a new Land Management Ordinance (LMO); and

**WHEREAS**, Town Council identified Workforce Availability, including Workforce Housing, as a Key 2018 Town Council Priority; and

**WHEREAS**, on November 5, 2019, Town Council accepted the Workforce Housing Strategic Plan prepared by Lisa Sturtevant & Associates, LLC and approved a policy framework for a workforce housing program on the island; and

**WHEREAS**, on December 19, 2019, Town staff met with the Public Planning Committee to develop criteria to identify areas of the island to target for workforce housing initiatives; and

**WHEREAS**, from time to time it is necessary to amend the LMO; and

**WHEREAS**, the LMO Committee held public meetings on February 6, 2020 and August 11, 2020 at which time a presentation was made by Staff and an opportunity was given for the public to comment on the proposed amendments; and

**WHEREAS**, the LMO Committee recommended that the proposed amendments be forwarded to the Planning Commission with a recommendation of approval; and

**WHEREAS**, the Planning Commission held a public hearing on August 19, 2020 at which time a presentation was made by Staff and an opportunity was given for the public to comment on the proposed LMO amendments; and

**WHEREAS**, after consideration of the Staff presentation and public comments the Planning Commission voted 8-0 to forward the proposed amendments to the Public Planning Committee with a recommendation of approval; and

**WHEREAS**, the Public Planning Committee held a public meeting on August 27, 2020 at which time a presentation was made by Staff and an opportunity was given for the public to comment on the proposed LMO amendments; and

**WHEREAS**, after consideration of the Staff presentation and public comments, the Public Planning Committee voted 2-1 to recommend approval of the proposed LMO amendments; and

**WHEREAS**, after due consideration of said LMO amendments and the recommendation of the Planning Commission, the Town Council, upon further review, finds it is in the public interest to approve the proposed amendments recommended by the Public Planning Committee.

**NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, AND IT IS ORDAINED BY THE AUTHORITY OF THE SAID COUNCIL:**

**Section 1. Amendment.** That the *Workforce Housing LMO Amendments* are adopted and the Land Management Ordinance is amended as shown on Exhibit “B” to this Ordinance. Newly added language is illustrated with double underline and deleted language is illustrated with ~~strikethrough~~.

**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 its adoption by the Town Council of 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 \_\_\_\_\_, 2020.**

THE TOWN OF HILTON HEAD  
ISLAND, SOUTH CAROLINA

\_\_\_\_\_  
John McCann, Mayor

ATTEST:

\_\_\_\_\_  
Krista Wiedmeyer, Town Clerk

Public Hearing: August 19, 2020  
First Reading: October 6, 2020  
Second Reading:

APPROVED AS TO FORM:

\_\_\_\_\_  
Curtis L. Coltrane, Town Attorney

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

# Workforce Housing Policy

## Workforce Housing

Workforce Housing (WFH) is defined as housing that is affordable at 60-100% of the Area Median Income (AMI) for Beaufort County.

## Workforce Housing Program

To create the Workforce Housing Program, amendments will be made to the Land Management Ordinance (LMO) to detail the specifics of the program. Noncompliance with any of the requirements of this Section will be considered a violation of the LMO and will be subject to code enforcement action by the Town.

Workforce housing will be created as a new use in the LMO and will be permitted with conditions in certain base zoning districts (RM-4, RM-8, RM-12, SPC, CC, MS, WMU, S, MV, LC, MED, and PD-1). Mixed-use is an existing use in the LMO that will be expanded to be permitted with conditions in more areas (CR, SPC, CC, MS, WMU, S, MF, MV, NC, LC, RD, MED, and PD-1). Both uses will be permitted with conditions to ensure compliance with the regulations of the Workforce Housing Program.

Workforce Housing and Mixed-Use, associated with a workforce housing development, will be permitted with conditions in the PD-1 District; however, will be restricted to locations where a Town-approved Master Plan or associated text states the use is permitted. For these uses to be permitted in any PD-1 District, a Zoning Map Amendment (ZMA) will be required to amend the Master Plan to permit the use and assign density.

Existing legally platted and developed single family subdivisions and individual multifamily units will not be eligible to participate in the Workforce Housing Program.

## **Density Bonus**

The WFH Program offers a density bonus up to 100% above the base residential density. For every two bonus units permitted, at least one must be a workforce housing unit. If only one bonus unit is proposed, it must be a workforce housing unit. The maximum density permitted in any workforce housing development is 24 units per acre.

Density for commercial conversion will be based on minimum unit sizes and the existing building envelope. Commercial conversion incentives for developments that include at least 20% workforce housing units will be a reduction in minimum unit size by 30% and the ability to use micro-efficiency and studio units in 50% of the development. The net result will permit an increase in the number of units within the same building envelope.

Exhibit A

**Minimum Unit Sizes**

<b>Unit Type</b>	<b>Market-Rate Conversion Minimum Unit Size</b>	<b>Workforce Housing Conversion Minimum Unit Size</b>
Micro Efficiency	NA	280 square feet
Studio	NA	400 square feet
1-bedroom	800 square feet	560 square feet
2-bedroom	1,075 square feet	750 square feet
3-bedroom	1,330 square feet	930 square feet

**Workforce Housing Agreement**

Developers will be required to enter into a Workforce Housing Agreement with the Town that will be recorded with Beaufort County and tied to the parcel(s) of land where workforce housing is proposed. This agreement will contain information about the development including: the number of workforce housing units, square footage of the units, the number of bedrooms in the units, the location of the units in the development, terms and conditions of affordability, and a provision requiring owners of rental units to submit a sworn affidavit certifying their rental rates.

**Affordability Period**

Owner-occupied and rental workforce housing units will be required to remain in the program for a minimum of 30 years from the date of initial certificate of occupancy.

**Standards for Workforce Housing Units**

Workforce housing units will be similar to market-rate units in type of ownership, location throughout the development, range of number of bedrooms, and exterior appearance.

**Restrictive Covenants**

Workforce housing units will be required to record restrictive covenants that will stay with the parcel(s) as long as it remains in the program. The covenants will include the minimum program affordability period of 30 years from the initial certificate of occupancy, provisions that the household must meet current income and employment eligibility regulations outlined in the WFH Program, and a restriction that prohibits the rental of a unit for less than 90 days.

**Income and Employment Regulations**

To apply for participation in the WFH Program, households will be required to obtain a Certificate of Eligibility for compliance with the eligibility regulations of the WFH Program. An eligible household will be required to meet income requirements and must have at least one person who is employed in the Town of Hilton Head Island. Employment, as well as income, will

## Exhibit A

be submitted to the Town or its designee. At recertification, households must have at least one person who is employed ten months out of each calendar year on the Island.

### **Occupancy and Eligibility Requirements**

Any person or household who purchases or rents a workforce housing unit must occupy the unit as their sole residence. Households must meet the income requirements of 60-80% AMI for rental units and 80-100% AMI for owner-occupied units.

### **Workforce Housing Sale & Resale Price**

The initial sale and resale price of any workforce housing unit that is still in the WFH Program based on the affordability period, will be limited based on HUD's annual household income limits. Units will be allowed to build equity based on an inflation factor, based on Consumer Product Index, and when sold can include customary closing costs as well as salesperson commissions and costs related to capital improvements made to the unit.

### **Workforce Housing Rental Rates**

Workforce housing maximum rental rates will be based on 80% of HUD's AMI for Beaufort County, multiplied by 30% and divided by 12. Rental units will be leased with consistent rent throughout the lease. The maximum rent will be determined at initial application and will be recertified during renewal of a lease.

### **Parking Requirements**

The parking requirements for Workforce Housing and Mixed-Use development containing WFH will be determined by developer submitted parking data.

### **Rules of Measurement**

If an existing structure is converted to a mixed-use development under the WFH Program, the permitted density will be determined by using the existing gross floor area. The number of units will not be limited; however, there will be a minimum size for each type of unit.

### **Definitions**

Definitions for Area Median Income, Density Bonus, Household, Household Income, and Workforce Housing will be added.

# Exhibit B

## Workforce Housing LMO Amendments

### Chapter 16-2: Administration

#### Section 16-2-103.G.2.b Development Plan Review (Minor or Major)

##### 2. Applicability

###### b. Minor or Major Development Plans

There are two types of Development Plans: Minor and Major.

- i. Approval of a Minor Development Plan is required for the following types of development, provided the development does not involve any wetland alteration:
  01. Accessory uses and structures;
  02. Temporary uses and structures, including temporary construction storage and staging; and
  03. Any other development that does not involve construction of a new building or addition, such as parking lot changes, new pools or decks, recreation fields or courts, or changes in general site design.
  04. Any structure(s) that are converted to mixed-use and include workforce housing.
- ii. Approval of a Major Development Plan is required for all other development subject to Development Plan Review.

### Chapter 16-3: Zoning Districts

#### Section 16-3-104. Residential Base Zoning Districts

Section 16-3-104.E Low to Moderate Density Residential (RM-4) District, Section 16-3-104.F Moderate Density Residential (RM-8) District, and Section 16-3-104.G Moderate to High Density Residential (RM-12) District

2. Allowable Principal Uses			
USE CLASSIFICATION/TYPE		USE-SPECIFIC CONDITIONS	MINIMUM NUMBER OF OFF-STREET PARKING SPACES
<b>Residential Uses</b>			
<u>Workforce Housing</u>	PC	<u>Sec 16-4-102.B.1.d</u>	<u>See Sec. 16-5-107.D.2</u>
3. Development Form Standards			
MAX. DENSITY (PER NET ACRE)		LOT COVERAGE	
Residential <sup>2</sup>			
<b>TABLE NOTES:</b> P = Permitted by Right; PC = Permitted Subject to Use-Specific Conditions; SE = Allowed as a Special Exception; du = <i>dwelling units</i> ; sf = square feet; GFA = <i>gross floor area</i> in square feet; ft = feet; n/a = not applicable <u>2. Density for development that includes Workforce Housing shall be determined based on Sec. 16-4-105.A.</u>			

# Exhibit B

## Workforce Housing LMO Amendments

### Section 16-3-105. Mixed-Use and Business Districts

Section 16-3-105.B Coligny Resort (CR) District, Section 16-3-105.G Marshfront (MF) District, Section 16-3-105.J Neighborhood Commercial (NC) District, and Section 16-3-105.L Resort Development (RD) District

2. Allowable Principal Uses				
USE CLASSIFICATION/TYPE		USE-SPECIFIC CONDITIONS	MINIMUM NUMBER OF OFF-STREET PARKING SPACES	
<b>Residential Uses</b>				
<i>Mixed-Use</i>	PC	<u>Sec. 16-4-102.B.1.a</u>	Residential	1.125 per du
			Nonresidential	1 per 650 GFA
3. Development Form Standards				
MAX. DENSITY (PER NET ACRE)			LOT COVERAGE	
Residential <sup>2</sup>				
<b>TABLE NOTES:</b> P = Permitted by Right; PC = Permitted Subject to Use-Specific Conditions; SE = Allowed as a Special Exception; du = <i>dwelling units</i> ; sf = square feet; GFA = <i>gross floor area</i> in square feet; ft = feet; n/a = not applicable <u>2. For development that converts nonresidential square footage to residential use refer to Sec. 16-10-102.B.1.</u>				

### Section 16-3-105.C Community Commercial (CC) District

2. Allowable Principal Uses				
USE CLASSIFICATION/TYPE		USE-SPECIFIC CONDITIONS	MINIMUM NUMBER OF OFF-STREET PARKING SPACES	
<b>Residential Uses</b>				
<i>Mixed-Use</i> <sup>4</sup>	PC	<u>Sec. 16-4-102.B.1.a</u>	<u>Residential</u>	<u>1.125 per du</u>
			<u>Nonresidential</u>	<u>1 per 650 GFA</u>
<i>Multifamily</i>	PC	<u>Sec. 16-4-102.B.1.b</u>	<u>1 bedroom</u>	<u>1.4 per du</u>
			<u>2 bedrooms</u>	<u>1.7 per du</u>
			<u>3 or more bedrooms</u>	<u>2.0 per du</u>
<i>Workforce Housing</i>	PC	<u>Sec 16-4-102.B.1.d</u>	<u>See Sec. 16-5-107.D.2</u>	
3. Development Form Standards				
MAX. DENSITY (PER NET ACRE)			LOT COVERAGE	
<u>Residential</u> <sup>2,3</sup>	<u>4 du</u>			
<b>TABLE NOTES:</b> P = Permitted by Right; PC = Permitted Subject to Use-Specific Conditions; SE = Allowed as a Special Exception; du = <i>dwelling units</i> ; sf = square feet; GFA = <i>gross floor area</i> in square feet; ft = feet; n/a = not applicable <u>2. Density for development that includes Mixed-Use or Workforce Housing shall be determined based on Sec. 16-4-105.A.</u> <u>3. For development that converts nonresidential square footage to residential use refer to Sec. 16-10-102.B.1.</u> <u>4 The minimum number of off-street parking spaces for mixed-use or multifamily development that contains workforce housing shall be calculated based on Section 16-5-107.D.2.</u>				

# Exhibit B

## Workforce Housing LMO Amendments

Section 16-3-105.D Light Commercial (LC) District, Section 16-3-105.F Main Street (MS) District, Section 16-3-105.M and Sea Pines Circle (SPC) District

2. Allowable Principal Uses				
USE CLASSIFICATION/TYPE		USE-SPECIFIC CONDITIONS	MINIMUM NUMBER OF OFF-STREET PARKING SPACES	
<b>Residential Uses</b>				
<i>Mixed-Use</i> <sup>4</sup>	PC	<u>Sec. 16-4-102.B.1.a</u>	Residential	1.125 per du
			Nonresidential	1 per 650 GFA
<i>Workforce Housing</i>	PC	<u>Sec 16-4-102.B.1.d</u>	See Sec. 16-5-107.D.2	
3. Development Form Standards				
MAX. DENSITY (PER NET ACRE)			LOT COVERAGE	
Residential <sup>2,3</sup>				
<b>TABLE NOTES:</b> P = Permitted by Right; PC = Permitted Subject to Use-Specific Conditions; SE = Allowed as a Special Exception; du = <b>dwelling units</b> ; sf = square feet; GFA = <b>gross floor area</b> in square feet; ft = feet; n/a = not applicable <u>2. Density for development that includes Mixed-Use or Workforce Housing shall be determined based on Sec. 16-4-105.A.</u> <u>3. For development that converts nonresidential square footage to residential use refer to Sec. 16-10-102.B.1.</u> <u>4. The minimum number of off-street parking spaces for mixed-use development that contains workforce housing shall be calculated based on Section 16-5-107.D.2.</u>				

### Section 16-3-105.H Medical (MED) District

2. Allowable Principal Uses				
USE CLASSIFICATION/TYPE		USE-SPECIFIC CONDITIONS	MINIMUM NUMBER OF OFF-STREET PARKING SPACES	
<b>Residential Uses</b>				
<i>Mixed-Use</i> <sup>4</sup>	PC	<u>Sec. 16-4-102.B.1.a</u>	Residential	<u>1.125 per du</u>
			Nonresidential	<u>1 per 650 GFA</u>
<i>Multifamily</i>	PC	<u>Sec. 16-4-102.B.1.b</u>	<u>1 bedroom</u>	<u>1.4 per du</u>
			<u>2 bedrooms</u>	<u>1.7 per du</u>
			<u>3 or more bedrooms</u>	<u>2.0 per du</u>
<i>Workforce Housing</i>	PC	<u>Sec 16-4-102.B.1.d</u>	See Sec. 16-5-107.D.2	
3. Development Form Standards				
MAX. DENSITY (PER NET ACRE)			LOT COVERAGE	
Residential <sup>2,3</sup>	<u>6 du</u>			

# Exhibit B

## Workforce Housing LMO Amendments

**TABLE NOTES:**  
 P = Permitted by Right; PC = Permitted Subject to Use-Specific Conditions; SE = Allowed as a Special Exception; du = **dwelling units**; sf = square feet; GFA = **gross floor area** in square feet; ft = feet; n/a = not applicable  
2. Density for development that includes Mixed-Use or Workforce Housing shall be determined based on Sec. 16-4-105.A.  
3. For development that converts nonresidential square footage to residential use refer to Sec. 16-10-102.B.1.  
4. The minimum number of off-street parking spaces for mixed-use or multifamily development that contains workforce housing shall be calculated based on Section 16-5-107.D.2.

### Section 16-3-105.I Mitchelville (MV) District

2. Allowable Principal Uses				
USE CLASSIFICATION/TYPE		USE-SPECIFIC CONDITIONS	MINIMUM NUMBER OF OFF-STREET PARKING SPACES	
<b>Residential Uses</b>				
<u>Mixed-Use</u> <sup>2</sup>	PC	<u>Sec. 16-4-102.B.1.a</u>	Residential	1.125 per du
			Nonresidential	1 per 650 GFA
<u>Workforce Housing</u>	PC	<u>Sec 16-4-102.B.1.d</u>	<u>See Sec. 16-5-107.D.2</u>	

3. Development Form Standards				
MAX. DENSITY (PER NET ACRE)			LOT COVERAGE	
Residential <sup>1,2</sup>				

**TABLE NOTES:**  
 P = Permitted by Right; PC = Permitted Subject to Use-Specific Conditions; SE = Allowed as a Special Exception; du = **dwelling units**; sf = square feet; GFA = **gross floor area** in square feet; ft = feet; n/a = not applicable  
1. Density for development that includes Mixed-Use or Workforce Housing shall be determined based on Sec. 16-4-105.A.  
2. For development that converts nonresidential square footage to residential use refer to Sec. 16-10-102.B.1.  
3. The minimum number of off-street parking spaces for mixed-use development that contains workforce housing shall be calculated based on Section 16-5-107.D.2.

### Section 16-3-105.K Planned Development Mixed Use (PD-1) District

3. Principal Uses Restricted by Master Plan				
The Master Plans and associated text, as approved and amended by the Town, establish general permitted uses for the respective PUDs, except as may be modified by an overlay zoning district. Undesignated areas on these Master Plans shall be considered as <i>open space</i> . The following uses are restricted to locations where a Town-approved Master Plan or associated text specifically states such uses are permitted. In addition, the use-specific conditions referenced below shall apply to any new such use or change to the site for any existing such use.				
USE CLASSIFICATION/TYPE		USE-SPECIFIC CONDITIONS	MINIMUM NUMBER OF OFF-STREET PARKING SPACES	
<b>Residential Uses</b>				
<u>Mixed-Use</u>	PC	<u>Sec. 16-4-102.B.1.a</u>	<u>See Sec. 16-5-107.D.2</u>	
<u>Workforce Housing</u>	PC	<u>Sec 16-4-102.B.1.d</u>	<u>See Sec. 16-5-107.D.2</u>	

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## Workforce Housing LMO Amendments

4. Development Area Densities				
MAX. DENSITY (PER NET ACRE)			LOT COVERAGE	
Residential <sup>1,2</sup>				

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1. Density for development that includes Mixed-Use or Workforce Housing shall be determined based on Sec. 16-4-105.A.  
2. For development that converts nonresidential square footage to residential use refer to Sec. 16-10-102.B.1.

### Section 16-3-105.O Waterfront Mixed-Use (WMU) District

2. Allowable Principal Uses				
USE CLASSIFICATION/TYPE		USE-SPECIFIC CONDITIONS	MINIMUM NUMBER OF OFF-STREET PARKING SPACES	
<b>Residential Uses</b>				
<i>Mixed-Use</i> <sup>5</sup>	PC	<u>Sec. 16-4-102.B.1.a</u>	Residential	1.125 per du
			Nonresidential	1 per 650 GFA
<i>Workforce Housing</i>	PC	<u>Sec 16-4-102.B.1.d</u>	<u>See Sec. 16-5-107.D.2</u>	

3. Development Form Standards				
MAX. DENSITY (PER NET ACRE)			LOT COVERAGE	
Residential <sup>3,4</sup>				

**TABLE NOTES:**  
P = Permitted by Right; PC = Permitted Subject to Use-Specific Conditions; SE = Allowed as a Special Exception; du = **dwelling units**; sf = square feet; GFA = **gross floor area** in square feet; ft = feet; n/a = not applicable  
3. Density for development that includes Mixed-Use or Workforce Housing shall be determined based on Sec. 16-4-105.A.  
4. For development that converts nonresidential square footage to residential use refer to Sec. 16-10-102.B.1.  
5. The minimum number of off-street parking spaces for mixed-use development that contains workforce housing shall be calculated based on Section 16-5-107.D.2.

### Section 16-3-105.N Stoney (S) District

2. Allowable Principal Uses				
USE CLASSIFICATION/TYPE		USE-SPECIFIC CONDITIONS	MINIMUM NUMBER OF OFF-STREET PARKING SPACES	
<b>Residential Uses</b>				
<i>Mixed-Use</i> <sup>4</sup>	PC	<u>Sec. 16-4-102.B.1.a</u>	Residential	1.125 per du
			Nonresidential	1 per 650 GFA
<i>Workforce Housing</i>	PC	<u>Sec 16-4-102.B.1.d</u>	<u>See Sec. 16-5-107.D.2</u>	

# Exhibit B

## Workforce Housing LMO Amendments

3. Development Form Standards			
MAX. DENSITY (PER NET ACRE)			LOT COVERAGE
Residential <sup>2,3</sup>			

**TABLE NOTES:**  
P = Permitted by Right; PC = Permitted Subject to Use-Specific Conditions; SE = Allowed as a Special Exception; du = *dwelling units*; sf = square feet; GFA = *gross floor area* in square feet; ft = feet; n/a = not applicable  
2. Density for development that includes Mixed-Use or Workforce Housing shall be determined based on Sec. 16-4-105.A.  
3. For development that converts nonresidential square footage to residential use refer to Sec. 16-10-102.B.1.  
4. The minimum number of off-street parking spaces for mixed-use development that contains workforce housing shall be calculated based on Section 16-5-107.D.2.

### Chapter 16-4: Use Standards

TABLE 16-4-102.A.6: PRINCIPAL USE TABLE																				
P = Permitted by Right    PC = Permitted Subject to Use-Specific Conditions																				
SE = Allowed as a Special Exception    Blank Cell = Prohibited																				
USE CLASSIFICATION/ USE TYPE	SPECIAL DISTRICTS		RESIDENTIAL DISTRICTS					MIXED-USE AND BUSINESS DISTRICTS										USE-SPECIFIC CONDITIONS		
	CON	PR	RSF-3	RSF-5	RSF-6	RM-4	RM-8	RM-12	CR	SP	CC	MS	WMUS	MF	MV	NC	LC		RD	MED
<b>RESIDENTIAL USES</b>																				
Mixed-Use									PC	PC	PC	PC	PC	PC	PC	PC	PC	PC	PC	Sec. 16-4-102.B.1.a
Multifamily						P	P	P	PC	P	PC	P	P	P	P	P	P	P	P	Sec. 16-4-102.B.1.b
<u>Workforce Housing</u>						PC	PC	PC	PC	PC	PC	PC	PC	PC	PC	PC	PC	PC	PC	<u>Sec 16-4-102.B.1.d</u>

### B. Use-Specific Conditions for Principal Uses

#### 1. Residential Uses

##### Section 16-4-102.B.1.a

##### a. Mixed-Use

- i. Mixed-use development shall designate separate parking spaces for use by the residential units. The parking spaces designated for residential use shall not be included as part of a shared parking plan.
- ii. In the CR District, there shall be no dwelling units located on the first floor of any mixed-use development unless there are commercial services uses located between the street and the proposed dwelling units.

## Exhibit B

### Workforce Housing LMO Amendments

- iii. The density for the redevelopment/conversion of an existing nonresidential structure to mixed-use shall be based on the existing gross floor area and minimum unit sizes as described in Sec. 16-10-102.B.1.
- iv. Mixed-use development that includes workforce housing shall comply with the Workforce Housing Program as outlined in Sec. 16-4-105.

#### Section 16-4-102.B.1.b

##### b. Multifamily

- i. In the CR District, there shall be no dwelling units located on the first floor of any multifamily development unless there are commercial services uses located between the street and the proposed dwelling units.
- ii. Multifamily use in the CC District shall only be permitted as part of a commercial conversion per Sec. 16-10-102.B.1.

#### Section 16-4-102.B.1.d

##### d. Workforce Housing

- i. Any development that includes workforce housing shall comply with the Workforce Housing Program as outlined in Sec. 16-4-105.
- ii. Workforce housing may be permitted in the PD-1 District through a Zoning Map Amendment in accordance with Sec. 16-2-103.C.
- iii. Lots within an existing legally platted and developed major single family subdivision are not eligible to participate in the WFH Program.
- iv. Individual units within a multifamily development are not eligible to participate in the WFH Program.
- v. In the MS District, properties developed for WFH shall not be permitted on properties currently utilized as a school or fire station.
- vi. In the S District, properties developed for WFH shall not have vehicular access to U.S. Route 278 (William Hilton Parkway).
- vii. In the WMU District, properties developed for WFH shall not have vehicular access to Marshland Road.
- viii. In the LC District, properties developed for WFH shall not have vehicular access to U.S. Route 278 (William Hilton Parkway) between Wexford Drive and Singleton Beach Road.
- ix. In the RM-4 District, properties developed for WFH shall not have vehicular access to Jonesville Road, Spanish Wells Road, or Marshland Road.

## **Exhibit B**

### **Workforce Housing LMO Amendments**

- x. In the RM-8 District, properties developed for WFH shall not have vehicular access to Point Comfort Road, Spanish Wells Road, or U.S. Route 278 (William Hilton Parkway).

#### **Section 16-4-105. Workforce Housing (WFH) Program**

##### **A. Workforce Housing Density**

###### All Units:

1. The WFH Program offers a density bonus up to 100% above the base residential density standards. This program requires a minimum 25% density bonus above the base residential density to participate.
2. For every two bonus units permitted, at least one must be a workforce housing unit. If only one bonus unit is proposed, it must be a workforce housing unit.
3. After applying all incentives, the maximum density permitted in any workforce housing development is 24 units per acre.
4. Commercial conversion projects that include at least 20% workforce housing units will be eligible for incentives, as described in Sec. 16-10-102B.1, including:
  - a. A reduction in minimum unit sizes by 30% and;
  - b. Up to 50% of the units in the development may be micro-efficiency and/or studio units.

##### **B. Standards for Workforce Housing Units**

###### All Units:

1. For development that contains both market-rate and workforce housing units, the workforce units shall be mixed with, and not clustered together or segregated in any way from, market-rate units. If the development contains a phasing plan, the phasing plan shall provide for the development of workforce units concurrently with the market-rate units.
2. The workforce housing units shall include a range of unit sizes, based on the number of bedrooms, which are comparable to units in the overall development.
3. The exterior appearance of workforce housing units must be compatible and comparable with the rest of the units in the development by providing similar architectural style and similar exterior building materials, finishes, and quality of construction.
4. Prior to the issuance of a building permit for any units in a workforce housing development, the applicant shall execute any and all documents required by the Town, including, without limitation, restrictive covenants, deed restrictions, and related instruments to ensure affordability of workforce housing units in accordance with this Section.

## Exhibit B

### Workforce Housing LMO Amendments

#### Owner-occupied Units:

1. Developers shall enter into a Workforce Housing Agreement with the Town of Hilton Head Island, or its designee. Following execution of the agreement by all parties, the completed Workforce Housing Agreement, or memorandum thereof, shall be recorded and the conditions therefrom filed and recorded on the parcel or parcels designated for the construction of workforce housing units. The Workforce Housing Agreement shall be binding to all future owners and successors in interest. The agreement shall be in a form reviewed and approved by the Administrator.
  - a. The agreement, at a minimum, shall establish the number of workforce housing units including their square footage, number of bedrooms, and location within the development. The agreement will also include terms and conditions of affordability, resale provisions, and other standards as set forth in Sec. 16-4-105.
  - b. Owner-occupied workforce housing units that are provided under Sec. 16-4-105 are subject to a Workforce Housing Agreement and shall remain as workforce housing for a minimum of 30 years from the date of initial certificate of occupancy.
  - c. A certificate of occupancy will not be issued until complete certified and recorded copies of the Workforce Housing Agreement have been provided to the Town.
2. Restrictive covenants for workforce housing units subject to the provisions of Sec. 16-4-105 shall be filed that require compliance with the following:
  - a. Owner-occupied workforce housing units shall only be sold to households earning 80 to 100% of the most recently published HUD area median income (AMI) for Beaufort County.
  - b. Owner-occupied workforce housing units shall remain in the WFH Program for a minimum of 30 years from the date of the initial certificate of occupancy.
  - c. Prior to the sale of an owner-occupied workforce housing unit, the Town, or its designee, shall be notified of the owner's intent to place the unit for sale and a Certificate of Eligibility (COE) shall be submitted by the potential buyer.
  - d. The workforce housing unit may be subject to a homeowners association (HOA). HOA dues for workforce housing units shall be a maximum of 75% of the HOA dues owed by market-rate unit owners.

#### Rental Units:

1. The Town will not issue a certificate of occupancy for any building that contains both market-rate and workforce housing rental units unless the development has complied with the workforce housing provisions as outlined in this Section.

## **Exhibit B**

### **Workforce Housing LMO Amendments**

2. The designation of a rental workforce housing unit is not required to stay with the same unit over the 30 year affordability period so long as the minimum number and type of workforce units are provided within the development.
3. Developers shall enter into a Workforce Housing Agreement with the Town of Hilton Head Island, or its designee. Following execution of the agreement by all parties, the completed Workforce Housing Agreement, or memorandum thereof, shall be recorded and the conditions therefrom filed and recorded on the parcel or parcels designated for the construction of workforce housing units. The Workforce Housing Agreement shall be binding to all future owners and successors in interest. The agreement shall be in a form reviewed and approved by the Administrator.
  - a. The agreement, at a minimum, shall establish the number of workforce housing units including their square footage, number of bedrooms, and location within the development. The agreement will also include terms and conditions of affordability, rental rate provisions, and other standards as set forth in Sec. 16-4-105.
  - b. The agreement shall include a provision requiring the owner(s) of rental workforce housing units to submit annually a sworn affidavit to the Town, or its designee, certifying that the rental rate(s) meets the requirements of Sec. 16-4-105.F.
  - c. Rental workforce housing units that are provided under Sec. 16-4-105 are subject to a Workforce Housing Agreement and shall remain as workforce housing for a minimum of 30 years from the date of initial certificate of occupancy.
  - d. A certificate of occupancy will not be issued until complete certified and recorded copies of the Workforce Housing Agreement have been provided to the Town.
4. Restrictive covenants for workforce housing units subject to the provisions of Sec. 16-4-105 shall be filed that require compliance with the following:
  - a. Rental workforce housing units shall only be rented to households earning 60 to 80% of the most recently published HUD AMI for Beaufort County.
  - b. Rental workforce housing units shall remain in the WFH Program for a minimum of 30 years from the date of the initial certificate of occupancy.
  - c. Rental workforce housing units shall not be occupied for a period less than 90 days.

#### **C. Workforce Housing Income and Employment Regulations**

##### All Units

1. Eligible households shall meet the income requirements of this Section and have at least one person who is employed by a lawfully licensed business located within the Town of Hilton Head Island.

## Exhibit B

### Workforce Housing LMO Amendments

#### Owner-occupied Units:

1. The eligibility of a household for a potential owner-occupied workforce housing unit shall be determined upon submittal of a Certificate of Eligibility (COE) to the Town, or its designee, verifying that the applicable income and employment regulations of this Section are met.
2. Per Sec. 16-8-102, failure to submit the required documentation prior to change in ownership shall constitute a violation of the restrictive covenants, the conditions of the certificate of occupancy, and this Section, and is subject to code enforcement action by the Town per Sec. 16-8-106.
3. Failure to submit the required documentation prior to change in ownership shall be considered a breach of the restrictive covenants, conditions, and restrictions set forth in the Section and the Town shall be entitled to seek such remedies as may be available by law.

#### Rental Units:

1. The property owner, or their designee, of a workforce housing unit shall upon lease renewal, but not less than annually, submit a COE to the Town, or its designee, verifying that the applicable income and employment regulations of this Section are met by all households occupying said workforce housing unit(s).
2. Upon lease renewal, eligible households shall include at least one person that is employed ten out of twelve months each year by a lawfully licensed business located within the Town of Hilton Head Island.
3. Per Sec. 16-8-102, failure to submit the required verification shall constitute a violation of the restrictive covenants, the conditions of the certificate of occupancy, and this Section, and is subject to code enforcement action by the Town per Sec. 16-8-106.
4. Failure to submit the required verification shall be considered a breach of the restrictive covenants, conditions, and restrictions set forth in the Section and the Town shall be entitled to seek such remedies as may be available by law.

#### **D. Occupancy and Eligibility Requirements**

##### Owner-occupied Units:

1. The household shall occupy the workforce housing unit as their sole residence.
  - a. If at any time the household no longer occupies the unit as their sole residence, the unit shall be sold.
2. Eligible households shall have an annual household income between 80 and 100% of the most recently published HUD AMI for Beaufort County.
3. Households must be eligible to purchase workforce housing units and obtain the appropriate COE from the Town, or its designee. A sales contract may not be executed before the household receives the COE.

## **Exhibit B**

### **Workforce Housing LMO Amendments**

#### Rental Units:

1. The household shall occupy the workforce housing unit as their sole residence.
2. Eligible households shall have an annual household income between 60 and 80% of the most recently published HUD AMI for Beaufort County.
3. Households must be eligible to rent workforce housing units and obtain the appropriate COE from the Town, or its designee. A rental agreement may not be executed before the household receives the COE.
  - a. A COE must be renewed prior to the anniversary of a lease renewal. A lease shall not be renewed unless the entire development meets the eligibility requirements outlined in this Section.
  - b. The owner of the rental unit(s) shall be required to submit a sworn affidavit on an annual basis to the Town or its designee, certifying that the workforce housing unit rental rate(s) meets the requirements of Sec. 16-4-105.F.1.
  - c. Per Sec. 16-8-102, occupancy of a rental unit not consistent with this Section shall constitute a violation and is subject to code enforcement action by the Town per Sec. 16-8-106.
  - d. Occupancy of a rental unit not consistent with this Section shall be considered a breach of the restrictive covenants, conditions, and restrictions set forth in the Section and the Town shall be entitled to seek such remedies as may be available by law.

#### **E. Workforce Housing Sale & Resale Price**

##### Owner-occupied Units:

1. The initial sale price of a workforce housing unit shall be determined by the most recently published HUD annual household income limits.
2. The resale price of a workforce housing unit shall not exceed the initial purchase price paid by the owner of the unit with the following exceptions:
  - a. Customary closing costs and costs of sale;
  - b. Costs of real estate commissions paid by the seller if a licensed real estate salesperson is employed;
  - c. Consideration of permanent capital improvements installed by the seller; and
  - d. An inflation factor, based on Consumer Product Index, to be applied to the initial sale price of the unit.
3. All restrictions affecting the workforce housing unit shall be recorded in the deed at the time of initial sale or conveyance and in any future sales or conveyances of the unit.

## Exhibit B

### Workforce Housing LMO Amendments

4. Resale of workforce housing units shall be limited by deed restriction to a purchaser who meets the requirements of 16-4-105.D during the affordability period of the unit.

#### **F. Workforce Housing Rental Rates**

##### Rental Units:

1. Maximum monthly rental rates for workforce housing shall be calculated using 80% of the most recently published HUD AMI for Beaufort County, multiplying by 30% and dividing by 12.
2. Rental rates shall remain consistent throughout the term of the lease.

## Chapter 16-5: Development and Design Standards

### Section 16-5-107. Parking and Loading Standards

#### D. Parking Space Requirements

##### 1. Minimum Number of Parking Spaces

TABLE 16-5-107.D.1: MINIMUM NUMBER OF PARKING SPACES		
USE CATEGORY/USE TYPE	MINIMUM NUMBER OF PARKING SPACES <sup>1,2,3,4</sup>	
	CR DISTRICT	ALL OTHER DISTRICTS
RESIDENTIAL USES		
<u>Workforce Housing*</u>	<u>See Sec. 16-5-107.D.2</u>	<u>See Sec. 16-5-107.D.2</u>

\*This includes Mixed-Use and Multifamily development containing workforce housing units.

## Chapter 10: Definitions, Interpretation and Measurement

### Section 16-10-102. – Rules of Measurement

#### B. Density

##### **1. Commercial Conversion**

For conversion of non-residential square footage (commercial conversion) to residential or mixed-use development, density shall be based on the existing gross floor area and the minimum unit sizes established below:

# Exhibit B

## Workforce Housing LMO Amendments

### Minimum Unit Sizes

<u>Unit Type</u>	<u>Market-Rate Conversion Minimum Unit Size</u>	<u>Workforce Housing Conversion Minimum Unit Size</u>
<u>Micro Efficiency</u>	<u>NA</u>	<u>280 square feet</u>
<u>Studio</u>	<u>NA</u>	<u>400 square feet</u>
<u>1-bedroom</u>	<u>800 square feet</u>	<u>560 square feet</u>
<u>2-bedroom</u>	<u>1,075 square feet</u>	<u>750 square feet</u>
<u>3-bedroom</u>	<u>1,330 square feet</u>	<u>930 square feet</u>

- 2. Density**
- 3. Gross Floor Area**
- 4. Net Acre**

### **Section 16-10-103. - Use Classifications, Use Types, and Definitions**

#### **A. Residential Uses**

##### **1. Description**

The Residential Uses classification is primarily characterized by the residential occupancy of a dwelling unit by a household. Such household living uses include single-family dwellings and multifamily dwellings (triplexes and other multifamily development, including townhouse development). The Residential Uses classification also includes group living uses (the residential occupancy of a group of living units by persons who do not constitute a single-family), as well as recreational vehicle (RV) parks (providing spaces for overnight accommodation of people in a recreational vehicle), and workforce housing. Accessory uses commonly associated with Residential Uses are recreational activities, raising of pets, hobbies, parking of the occupants' vehicles, and administrative offices in multifamily, group living, ~~and~~ recreational vehicle (RV) parks, and workforce housing developments. Home occupations are accessory uses that are subject to additional regulations (see Sec. 16-4-103.E.3, Home Occupation).

##### **2. Use Types and Definitions**

###### **Mixed-Use**

Development that includes two or more different uses, which shall include multifamily or workforce housing use and one or more of the Office uses, as described in Sec. 16-10-103.F or one or more of the Commercial Services uses, as described in Sec. 16-10-103.G or some combination thereof. Such uses should be functionally integrated and share vehicular use areas, ingress/egress, and pedestrian access.

###### **Workforce Housing**

Housing that is affordable at 60-100% of the Area Median Income (AMI) for Beaufort County.

# Exhibit B

## Workforce Housing LMO Amendments

### Section 16-10-104. – Table of Abbreviations

TABLE 16-10-104: ABBREVIATIONS	
ABBREVIATION	COMPLETE TERM
ac	Acre
AADT	Annual Average Daily Traffic
ACI	Adjusted Caliper Inches
ADA	Americans with Disabilities Act
ADT	Average daily trips
ANSI	American National Standards Institute
AASHTO	American Association of State Highway and Transportation Officials
<u>AMI</u>	<u>Area Median Income</u>
BFE	Base flood elevation
BMP	Best management practice
<u>COE</u>	<u>Certificate of Eligibility</u>
DBH	Diameter at breast height
DRB	Design Review Board
CIP	Capital Improvements Program
DHEC	South Carolina Department of Health and Environmental Control
du	Dwelling unit(s)
EV	Electric vehicle
FAA	Federal Aviation Administration
FCC	Federal Communications Commission
FEMA	Federal Emergency Management Agency
FIRM	Flood Insurance Rate Maps
ft	Feet
GFA	Gross floor area
HHI	Hilton Head Island
<u>HUD</u>	<u>U.S. Department of Housing and Urban Development</u>
IBC	International Building Code
IESNA	Illuminating Engineering Society of North America
ITE	Institute of Transportation Engineers
LMO	Land Management Ordinance
LOS	Level of service
MSL	Mean sea level
NAD	North American Datum
NAVD	North American Vertical Datum
NPDES	National Pollutant Discharge Elimination System
OCRM	(DHEC) Office of Ocean and Coastal Resource Management
PD	Planned development
PSD	Public Service District
PUD	Planned unit development

# Exhibit B

## Workforce Housing LMO Amendments

TABLE 16-10-104: ABBREVIATIONS	
ABBREVIATION	COMPLETE TERM
SC	South Carolina
S.C. Code of Laws	Code of Laws of South Carolina
SCDOT	South Carolina Department of Transportation
sf	Square feet
USACOE	United States Army Corps of Engineers
WEC	Wind energy conversion
WFH	<u>Workforce Housing</u>

### Section 16-10-105. - General Definitions

#### Area Median Income (AMI)

The median income level for Beaufort County, as established and defined in the annual schedule published by the Secretary of the U.S. Department of Housing and Urban Development, (HUD), adjusted for household size.

#### Density Bonus

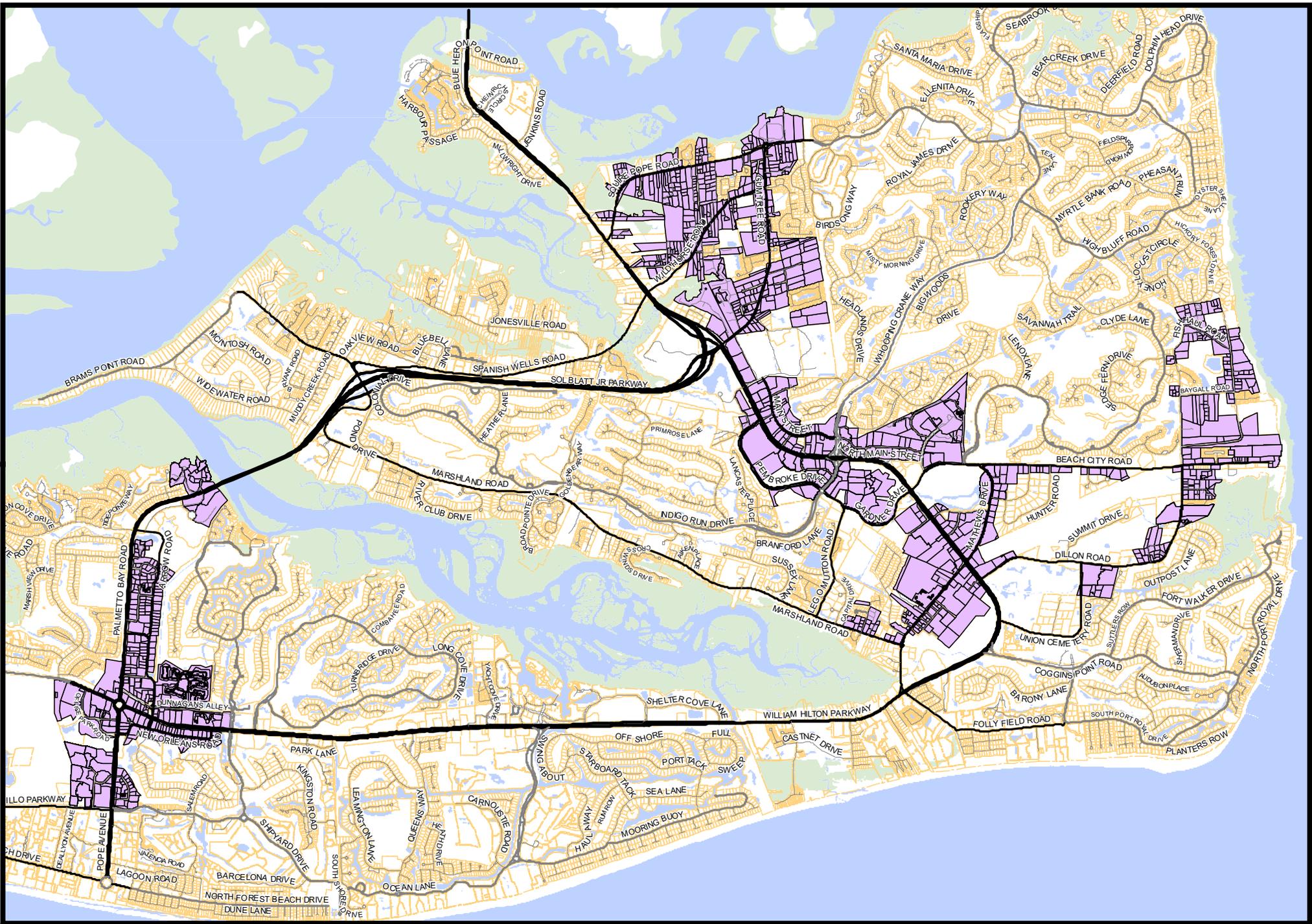
An increase in the number of units permitted on the site in order to provide an incentive for the construction of workforce housing.

#### Household

One or more people who occupy (live in) the same dwelling.

#### Household Income

The aggregate total of income earned by every member of a household.



# Town of Hilton Head Island

## Workforce Housing Location Map




  
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